



## **UNIFIED PLANNING WORK PROGRAM**

**FY 2010 & 2011**

*(July 1, 2009 - June 30, 2011)*

Prepared by the

ROCKINGHAM PLANNING COMMISSION

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*Approved April 8, 2009*

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*Budget and Task Table Revisions: May 15, 2009*

This document has been prepared by the Rockingham Planning Commission (RPC) in cooperation with the U.S. Department of Transportation - Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the New Hampshire Department of Transportation (NHDOT), and New Hampshire Department of Environmental Services – Air Resources Division. The report has been financed in part through grant[s] from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program, Section 104(f)] of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.



## TABLE OF CONTENTS

|  |           |
|--|-----------|
| ENDORSEMENTS.....  | ii        |
| LIST OF ABBREVIATIONS.....   | iv        |
| <b>1.0 INTRODUCTION.....</b>   | <b>1</b>  |
| <b>2.0 CONTENTS OF THE UPWP.....</b>                                     | <b>1</b>  |
| DEVELOPMENT OF THE UPWP .....  | 2         |
| PREVIOUS WORK .....  | 2         |
| PLANNING FACTORS AND REQUIREMENTS OF SAFETEA-LU .....                    | 2         |
| ORGANIZATION OF THE UPWP.....  | 3         |
| FUNDING OF THE UPWP.....   | 3         |
| <b>3.0 PLANNING PRIORITIES.....</b>                                      | <b>4</b>  |
| <b>4.0 TASK DESCRIPTIONS.....</b>  | <b>5</b>  |
| TASK 1 DATA COLLECTION AND ANALYSIS .....                                | 5         |
| 1.100 Socio-Economic Data Collection, Maintenance, & Visualization.....  | 6         |
| 1.200 Transportation Data Collection, Maintenance, & Visualization ..... | 7         |
| 1.300 TRAVEL DEMAND MODELING .....                                       | 9         |
| TASK 2 POLICY AND PLAN DEVELOPMENT AND REVIEW.....                       | 10        |
| 2.100 Long Range Transportation Plan.....                                | 11        |
| 2.200 Mpo Guiding Documents & Reports.....                               | 12        |
| 2.300 Special Studies & Projects.....                                    | 13        |
| TASK 3 PROJECT AND PROGRAM IMPLEMENTATION .....                          | 15        |
| 3.100 Public Involvement & Committee Support .....                       | 15        |
| 3.200 Transportation Improvement Program.....                            | 17        |
| 3.300 Transit & TDM Planning & Assistance.....                           | 18        |
| 3.400 Bicycle and Pedestrian Planning and Programs.....                  | 20        |
| 3.500 Project Implementation.....  | 21        |
| TASK 4 LOCAL TECHNICAL ASSISTANCE .....                                  | 232       |
| 4.100 General Technical Assistance .....                                 | 23        |
| 4.200 Technical Studies.....   | 24        |
| 4.300 Transportation/Land Use Projects & Studies.....                    | 24        |
| TASK 5 ADMINISTRATION .....  | 265       |
| 5.100 Administration.....  | 26        |
| 5.200 Staff Training.....  | 27        |
| <b>5.0 OTHER TRANSPORTATION PLANNING ACTIVITIES.....</b>                 | <b>29</b> |
| <b>6.0 FUNDING SOURCES, COST DISTRIBUTION AND TASK SCHEDULING.....</b>   | <b>31</b> |
| FUNDING SOURCES AND DISTRIBUTION .....                                   | 31        |
| TASK SCHEDULING.....   | 31        |

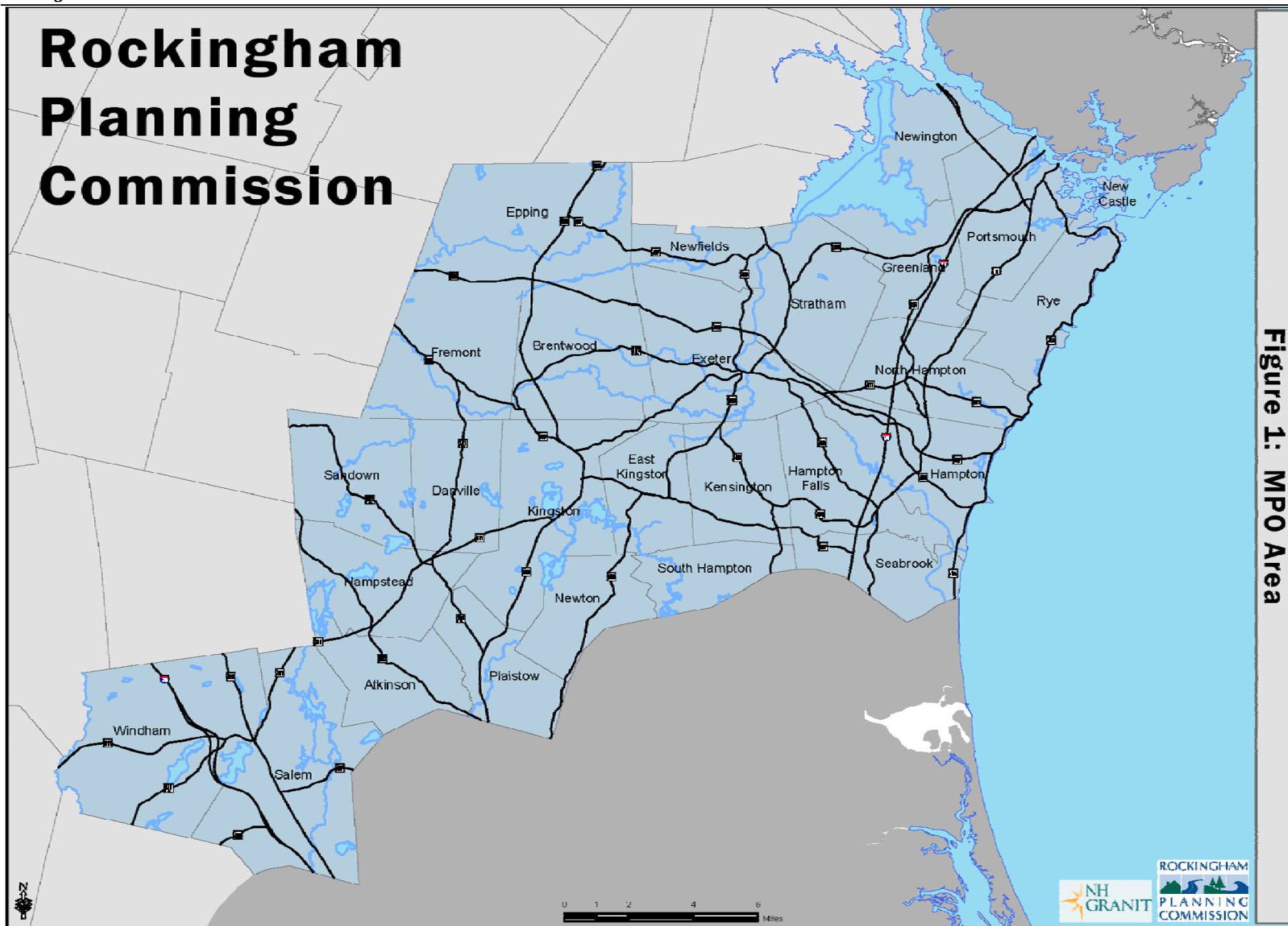
### TABLES

|   |    |
|---|----|
| Table 1. Funding Allocation, and Cost Distribution .....                      | 31 |
| Table 2. Tasks by Source of Funding.....                                      | 32 |
| Table 3. FY 08-09 Metropolitan Planning Funds – Local Match Requirements..... | 33 |
| Table 4. Anticipated Project Schedule.....                                    | 34 |

### FIGURES

|   |     |
|---|-----|
| Figure 1. Rockingham MPO Study Area Map ..... | iii |
| List of Abbreviations.....                    | iv  |





LIST OF ABBREVIATIONS

|                 |  |
|-----------------|--|
| ACT .....       | Alliance for Community Transportation  |
| ADA .....       | Americans with Disabilities Act of 1990  |
| ADT/AADT .....  | Average Daily Traffic / Average Annual Daily Traffic                             |
| CAA .....       | Clean Air Act Amendments of 1990   |
| CFR .....       | Code of Federal Regulations  |
| CMAQ.....       | Congestion Mitigation/Air Quality Program  |
| CART .....      | Greater Derry-Salem Cooperative Alliance for Regional Transportation             |
| COAST.....      | Cooperative Alliance for Regional Transportation                                 |
| CTPP .....      | Census Transportation Planning Package   |
| DBE/WBE.....    | Disadvantaged Business Enterprises/Women's Business Enterprises                  |
| FHWA .....      | Federal Highway Administration   |
| FTA .....       | Federal Transit Administration   |
| GIS .....       | Geographic Information System  |
| GPS .....       | Global Positioning System  |
| HPMS.....       | Highway Performance Monitoring System  |
| HPR.....        | Highway Planning and Research Funds  |
| ISTEA .....     | Intermodal Surface Transportation Efficiency Act of 1991                         |
| MVPC.....       | Merrimack Valley Planning Commission   |
| MVRTA .....     | Merrimack Valley Regional Transit Authority                                      |
| MPO .....       | Metropolitan Planning Organization   |
| MSA.....        | Metropolitan Statistical Area  |
| 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  |
| OEP.....        | New Hampshire Office of Energy & Planning  |
| PL.....         | MPO Planning Funds administered by FHWA  |
| RCC.....        | Regional Coordinating Council for Community Transportation                       |
| RPC.....        | Rockingham Planning Commission   |
| RTAP.....       | Rural Technical Assistance Program   |
| SAC .....       | Special Advisory Committee on Transportation Needs for the Elderly and Disabled  |
| SAFETEA-LU..... | Safe Accountable Flexible Efficient Transportation Equity Act – Legacy for Users |
| SABR.....       | Seacoast Area Bicycle Routes   |
| SCC .....       | State Coordinating Council for Community Transportation                          |
| SIP .....       | State Implementation Plan (for Air Quality Conformity)                           |
| SMRPC.....      | Southern Maine Regional Planning Commission                                      |
| TAC.....        | Technical Advisory Committee   |
| TASC .....      | Transportation Assistance for Seacoast Citizens                                  |
| TAZ .....       | Traffic Analysis Zone  |
| TCSP .....      | Transportation and Community System Preservation                                 |
| TDM.....        | Transportation Demand Management   |
| TMA.....        | Transportation Management Association –ALSO- Transportation Management Area      |
| TEA-21 .....    | Transportation Equity Act for the 21 <sup>st</sup> Century                       |
| TIP .....       | Transportation Improvement Program   |
| UZA.....        | Urbanized Area   |
| UPWP .....      | Unified Planning Work Program  |
| 3Cs.....        | Continuing, Comprehensive, and Cooperative Transportation Planning               |

## 1.0 INTRODUCTION

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

Prior to 1997 the MPO developed annual UPWPs. Since then, with the encouragement of the NHDOT, the UPWP has been developed around a two year work program. In part this was done to be more forward looking and in part to streamline the contracting process. Accordingly, this UPWP covers the MPOs planning work projected to occur in the ensuing two-year period, from July 1, 2009 to June 30, 2011.

Staffing of the MPO is provided by the Rockingham Planning Commission. The Planning Commission, with the addition of appropriate State, Federal and regional transportation agencies, acts as the policy-making body of the MPO. The MPO study area extends to all 27 communities of the Rockingham Planning Commission as all are located within the designated as air quality non-attainment area and are illustrated in **Figure 1**.

Consistent with past programs, this UPWP has been prepared to reflect the ongoing implementation of the Clean Air Act Amendments of 1990 (CAAA) and the current reauthorized Federal surface transportation act, the Safe Accountable Flexible Efficient Transportation Equity Act – Legacy for Users (SAFETEA-LU) of 2005. These laws and their implementing regulations mandate a high level of transportation planning and analysis as identified through the general Planning Factors identified in SAFETEA-LU and in the annual emphasis areas suggested by FHWA and FTA.

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## 2.0 CONTENTS OF THE UPWP

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

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

In addition, NHDOT has issued guidance on the contents of this UPWP which requests additional details

regarding clearer identification of completion deadlines and deliverables for tasks that are not ongoing. Several requests regarding specific tasks to be undertaken are addressed as well.

## Development of the UPWP

The UPWP was developed cooperatively with state, federal and regional agencies. On several occasions from January through March 2009 the New Hampshire MPOs and RPCs met with NHDOT to discuss general content of the forthcoming UPWPs. NHDOT forwarded formal guidance on March 9, 2009 as indicated above. Staff met with COAST and CART staff in March to discuss both general and specific tasks with which the transit agencies will request MPO staff assistance over the UPWP program period. Finally, in early April, 2009 MPO staff met with FHWA Division staff and FTA Region 1 staff to review SAFETEA-LU planning priorities and emphasis areas as well as findings from the MPO Planning Review conducted in January 2009 that should be addressed in the work program. The UPWP was reviewed and approved by the MPO Technical Advisory Committee on March 26, 2009, and by the Policy Committee on April 9, 2009. Subsequent to these approvals the funding assumptions were modified to account for the substitution of State match for the PL portion of funding with Toll-credit match. This resulted in a funding reduction of approximately \$53,000 a subsequent modification in staff hours for some tasks. This reduction was partially off-set by an increase in anticipated carryover funds from the existing UPWP. These changes were finalized on May 15, 2009

## Previous Work

The proposed UPWP is, in many respects, a continuation of past transportation planning work in the region. In some cases the work is part of an ongoing and/or mandated process, such as the support for Policy and TAC committees, traffic data collection, model maintenance, or TIP and Plan maintenance. In other cases it is a specific project or task with definable start and end points, as with the development of a CMP Process, completion of a corridor study, or development of SAFETEA-LU compliant planning documents. In preparing the UPWP the status of all ongoing and carryover work was evaluated, including the review of the MPO UPWP Performance Report for FY 2008.

## Planning Factors and Requirements of SAFETEA-LU

When developing the work program for the FY 2010-2011 UPWP, the eight planning factors identified in Section 450.306 of the Metropolitan Planning Rules for SAFETEA-LU were considered. Each task in the work program includes a reference to those factors relevant to the tasks or work products listed. The factors are identified by numbers corresponding to the list below. These factors are as follows:

1. Support the economic viability of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility of people and freight;
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;

7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system.

The metropolitan planning rules also specify several other elements that should be included and addressed in the scope of the planning process. They call for increased integration of transportation planning with planning for land use, employment, housing, community and economic development, and the natural environment. The successful effort to realign the MPO planning boundaries with those of the regional planning agency completed in 2007 will further such integration by enabling consistent planning for and consideration of these issues within a single agency. Other elements identified in the rules focus on ensuring coordination and consistency with:

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

The tasks identified within the FY 2010-2011 UPWP are consistent with the Planning Factors, transportation planning emphasis areas and the Goals and Objectives as identified in the Rockingham MPO Long Range Transportation Plan. They are intended to facilitate the effective and efficient implementation of the Plan and Transportation Improvement Programs for the MPO area.

## Organization of the UPWP

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

- TASK 1.0 – Data Collection and Analysis
- TASK 2.0 – Policy and Plan Development and Review
- TASK 3.0 – Project and Program Implementation
- TASK 4.0 – Technical Assistance to Communities
- TASK 5.0 – Program Management and Administration

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

- Objectives
- Proposed Activities
- Work products and schedules

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

## Funding of the UPWP

The Unified Planning Work Program for the Rockingham MPO is funded by the Federal Highway Administration (FHWA), and Federal Transit Administration (FTA) of the U.S. Department of Transportation, the New Hampshire Department of Transportation (NHDOT), and local matching revenues from the Rockingham Planning Commission (RPC) and its member communities. Federal sources are subject to a 20% match of state and/or local sources. As shown in **Table 1**, the FHWA-apportioned funds are matched with 10% state funds and 10% local funds, while FTA funds are matched with 20% local funds. **Table 2** shows funding by source (Federal, state, local and other agencies) and includes funding for transportation planning being carried out external to the PL and 5303 funded MPO process. Included are the planning activities expected to take place in the program period under the State SPR program, by CART and by COAST. The allocation of local funds (dues) used to support the metropolitan planning process are shown in **Table 3**. Local funds required to match the PL and 5303 funds are collected by the RPC as a component of the annual dues assessment made to the communities within its planning district.

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### 3.0 PLANNING PRIORITIES

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

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

In addition, during the preparation of the previous (2008-2009) UPWP, the FHWA New Hampshire Division Office and FTA Region I Office recommended that 5 specific emphasis areas be addressed as planning priorities. These 5 areas remain considerations for the FY2010 & 2011 UPWPs, along with the addition of a sixth priority to address congestion management. The priorities that have been developed for the RPC region from these various efforts are the following:

1. SAFETEA-LU Implementation: Ensure that the MPO is fully complying with the provisions of SAFETEA-LU and the planning regulations developed by FHWA and FTA.
2. Fiscal Constraint and Financial Planning: Continue to improve methods and practices regarding showing fiscal constraint of planning documents and of projecting future finances available to the MPO.
3. Project Monitoring: Take a more active role in tracking projects as they move from planning to implementation.
4. Annual Listing of Projects: Work to clarify the Annual List of Obligated projects and better represent progress over the course of the year.

5. Coordinated Human Services Transportation Plans: Continue to implement and monitor the two plans for the RPC region.
6. Develop a Congestion Management Process (CMP): Work with NRPC, SNHPC, NH DOT, FHWA, and other regional, state, and federal partners to develop a CMP for the region.
7. Local Technical Assistance: Increase the amount of technical assistance being provided to communities to approximately 15% of staff time.
8. Integrated Planning: Continue to integrate transportation, land use, and natural resources planning
9. Corridor Monitoring: Improve corridor monitoring practices to further implementation of corridor plans.

These recommendations have been integrated into the priorities listed in this section and are reflected in specific UPWP tasks discussed in Section 4.0.

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## 4.0 TASK DESCRIPTIONS

Section 4 of the UPWP contains the detailed descriptions of the 5 task areas. Each description includes the general purpose of the task area and which subsections the FHWA Planning Factors apply to. The objective of each subsection is listed along with the proposed activities related to the subsection as well as the expected work products and the staff responsible for carrying out the task. Specific budgeting information related to these tasks is include in **Table 4** at the end of the document which establishes the time and funding allocated to the specific tasks as well as the general timeframe in which they will be worked on.

### TASK 1 DATA COLLECTION AND ANALYSIS

**Purpose:** This Task provides for the collection, analysis and maintenance of relevant transportation planning data, including socioeconomic and transportation system data, for use in Rockingham MPO transportation planning activities. It includes activities pertaining to the development of the travel demand model.

**Planning Factors:**

Work products under this task correspond to the following SAFETEA-LU Planning Factors:

1. Support the economic viability of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency (**1.100, 1.200**);
2. Increase the safety of the transportation system for motorized and non-motorized users (**1.100, 1.200**);
3. Increase the security of the transportation system for motorized and non-motorized users (**1.100, 1.200, 1.300**);
4. Increase the accessibility and mobility of people and freight (**1.300**);
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 (**1.100, 1.200, 1.300**);

6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight (1.200, 1.300);
7. Promote efficient system management and operation (1.100, 1.200, 1.300);
8. Emphasize the preservation of the existing transportation system (1.100, 1.200, 1.300).

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## 1.100 Socio-Economic Data Collection, Maintenance, & Visualization

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**Objective:** To collect and analyze data relevant to socioeconomic conditions in the MPO Study Area and to support socio-economic data requirements of the travel demand model.

**Proposed Activities and Products:**

- 1.101 Maintain the Zoning GIS Layer:** This is a continuation of the town by town updates to the zoning layer. The data is now managed as one GIS data layer and all updates are incorporated here as information becomes available for all 27 communities. Work will include retrieving the most recent zoning information for each community. Some communities already have zoning in digital map form while others will require a visit to the town and digitizing of the zoning districts.
- Work Product: GIS data layer for the RPC Region (GIS Staff)
  - Work Product: Updates to the standard map set of zoning maps for all member communities (GIS Staff)
- 1.102 Economic and Demographic Data:** Update and analyze maps depicting employment sites, housing, and major employers for use by the MPO in maintaining housing and employment data for the model; make data available to communities, social services, REDC and other agencies as appropriate. Data collected will be used to assist in ensuring that transportation programs and projects avoid or minimize adverse impacts to low income and minority populations. Also, data can be used to target outreach to Limited English Proficiency (LEP) groups/populations as needed. Utilize past employment data to assist in the calibration of the land use allocation module of the model. Initiate a request for data updates from NH Department of Employment Security. Utilize the data from the NH Dept. of Employment Securities to update and improve the employment information used in 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. Provide assistance to the Census Bureau as needed in the development of the 2010 Census.
- Work Product: Update ES202 employment data aggregated to TAZ for model use (GIS Staff)
  - Work Product: Updated major employer database (GIS Staff)
  - Work Product: Updated CEDS data tables and economic summaries (Consultant)
  - Work Product: Housing foreclosure data and summary by TAZ (Land Use Staff)
- 1.103 Community and Regional Buildout Analysis:** The purpose of this project is to create a regional buildout to aid in long range regional transportation and land use planning. This buildout would be based upon the 2005 land use data, existing resource constraints data and a regional zoning map presently being updated. The default buildout will project the amount of residential development

at “buildout” under existing zoning. Buildouts which model the alternative growth scenarios similar to that described in the CTAP buildouts will also be run. The product will be useful for towns to understand the potential for growth as permitted by their current zoning. Buildouts are a good source of comparative future land use data for the regional transportation model, and for the regional master plan.

- Work Product: Regional Buildout Analysis

**1.104 Land Use GIS and Database:** The MPO will use its Geographic Information Systems (GIS) software, hardware, and staffing to update land use/ land cover maps for the region. The imagery available is the 2008 NAIP. Two products will be completed for each community: 54-category classification map and a 22-category classification map. The result will be an update of the 2005 land use with the 2008 NAIP.

- Work Product: Community Land Use Maps (GIS Staff)

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## 1.200 Transportation Data Collection, Maintenance, & Visualization

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**Objective:** To collect and develop transportation systems data of the physical and operating components of the surface transportation network relevant to MPO transportation analysis and planning responsibilities.

### **Proposed Activities and Products:**

**1.201 Continue traffic data collection efforts to support NHDOT traffic data needs; assist communities and NHDOT with local technical studies and analysis:** We will use outside assistance, as necessary, to effectively complete this program. The majority of the counting program will be completed by outside vendors. Regular data submissions by the vendors will be reviewed, coordinated with and submitted to NH DOT per the terms of the contract. The RPC will maintain in-house capacity and equipment to support special traffic studies as needed.

- Work Product: Data from up to 160 Traffic Volume Counts supplied to NH DOT (GIS Staff)
- Work Product: Data from up to 12 Traffic Classification Counts supplied to NH DOT (GIS Staff)
- Work Product: Data from up to 10 manual Turning Movement Counts supplied to NH DOT (GIS Staff)

**1.202 Road Inventory Data Maintenance:** The RPC will work with the NH DOT to maintain upgrades to the currently established road inventory data collection. Support municipalities in verification of their highway information relative to reclassifying, acceptance, and/or discontinuing street or highways and verification of street names, legislative classifications, and map geometries of their street and highways. Support may range from phone calls to complete map reviews (municipalities are responsible for returning the map to the Department of Transportation).

- Work Product: Road Inventory Attribute Data supplied to NH DOT (GIS Staff)

**1.203 Accident (Crash) Data:** The RPC will periodically obtain the accident crash data from NH DOT and format it for use in intersection safety analysis. This product will be used for local special requests and local planning documentation, including town and regional master plans. At times the RPC may supplement this data with information otherwise not collected by the NH DOT by contacting local public safety agencies, and will report any new results to NH DOT for inclusion in their data.

- Work Product: Crash Data compiled for the Region (GIS/Transportation Staff)
  - Work Product: Analysis of problem areas for Highway Safety Improvement Program (HSIP) (Transportation Staff)
- 1.204 Map Requests:** The RPC will respond to a variety of transportation map requests. In the past, this has included special requests by towns for public discussion and decision making, project development maps for reference, and other maps not specifically tied to an established contract. These maps may include use of many of the GRANIT base data layers, primarily including roads and water bodies, as well as the use of model results for planning reference.
- Work Product: Maps as Requested (GIS Staff)
- 1.205 HPMS Assistance:** The RPC will continue its assistance to the NH DOT in distributing the requests for data required for the statewide Highway Pavement Management System. Data collection is limited to local roadways (Legislative Class IV & V). NH DOT will provide the RPCs with specific sections of roadways to be collected. The RPC will primarily assist in their contacts with their local communities.
- Work Product: Updated HPMS Information provided to NH DOT (GIS Staff)
- 1.206 Data Requests:** The RPC maintains a variety of Transportation related data that is available to the public. The primary information requested is related to the traffic count data and the Seacoast Model results. The public will be assisted in acquiring this data, either by direct distribution or assistance in locating on-line resources.
- Work Product: Data sets provided per request (GIS Staff)
- 1.207 Visualization Research and Development:** The RPC will stay aware of future trends in visualization. As appropriate, certain technologies will be tested and, where appropriate, put into use in public presentations. A major portion of this effort may include access to software and data, as well as training as needed. At this time there are a variety of agencies offering possible techniques, and it is the intention of the RPC to stay abreast of current opportunities.
- Work Product: Maps and graphics for improved visualization included in RPC Planning Documents, presentations, and Reports (GIS Staff)
- 1.208 The RPC will develop and maintain a database of current and planned development:** This is a continuation of the pilot project added to the last UPWP amendment in 2008. The work will involve coordinating with the current database being used by the NHDOT district offices to record driveway applications. The RPC will contribute to this effort by adding historical records in the appropriate format. A method will need to be developed in order to locate driveway permits for the historical records. A variety of resources may need to be utilized in order to accomplish this. In addition, the RPC intends to extend the state road applications in the database to include developments along non-state roads.
- Work Product: GIS Database of State driveway permits for the region (GIS Staff)
- 1.209 Collection of Local Highway Finance Data (Form 536):** NH DOT has requested that the RPCs collect data biennially on local receipts and expenditures on transportation projects, specifically the information from form FHWA-536. This will be implemented on a trial basis assuming 40-60 hours of staff time required and will be re-evaluated for the next UPWP to determine if this is a cost effective way to collect this data and an appropriate use of MPO resources.
- Work Product: Updated Form 536 data for RPC communities provided to NH DOT

(Transportation and Clerical Staff)

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## 1.300 TRAVEL DEMAND MODELING

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**Objective:** Continue work on maintaining and improving the capabilities and operational aspects of the RPC/SRPC MPO travel demand model. Utilize model for use in air quality analysis under the 8-Hour Ozone Conformity Standard and for other travel demand and land use forecasting applications. The model is used to evaluate the impacts on air quality attainment, system efficiency of proposed transportation improvement projects and plans, and to refine and improve the Congestion Management Process.

### **Proposed Activities and Products:**

- 1.301 Coordination of Model Development and Maintenance:** The model is used and maintained jointly with the Strafford MPO. With the advent of the MPO redesignation, new protocols and procedures will need to be developed to coordinate UPWP resources used to support the model and to ensure consistency in how it is maintained and updated. The RPCs will be looking towards a full model update after the 2010 census housing data is released.
- Work Product: MOU with SRPC to coordinate model development and maintenance (GIS Staff)
- 1.302 Model Updates and Enhancements:** A list of suggested model improvements is provided by the consultant after each update. Along with this, the RPC would like to see improvements to simplify and streamline the modeling process. Specifically this would include enhancing the interface, condensing redundant data to decrease disk space needed for each run, automating multiple runs. Possibly the highest priority would be to automate the process of outputting model data for specific sub areas within the model.
- Work Product: Model Interface Enhancements to streamline the process (Consultant/GIS Staff)
  - Work Product: Automated Multiple Time Step capability (Consultant/GIS Staff)
  - Work Product: Improved data efficiency and reduced data redundancy (Consultant/GIS Staff)
- 1.303 Air Quality Conformity:** The RPC will continue to perform model runs with the most up to date data available for Air Quality Conformity, including TIP amendments when required. This will include close coordination with Strafford MPO to collect data and run the model, as well as working with DES to obtain emissions factors and NH DOT to coordinate the outputs. Also, model work may be required if emission budgets need to be redone due to a change in 8 Hour Ozone Non-attainment Area boundaries.
- Work Product: Completed Air Quality Conformity Analysis for appropriate model years (GIS Staff)
- 1.304 Travel Demand Forecasting:** The RPC may be asked to model for specific projects. In addition the model may be used as part of the Congestion Management Process or congestion forecasting in general to identify roadways and intersection that are likely to become significantly congested given forecasted growth and travel patterns.
- Work Product: Forecast regional and, as appropriate, facility specific forecasts as requested(GIS Staff)

- 1.305 Land Use Scenario Development:** Use the Seacoast Transportation Model as a basis for implementing controlled land use growth scenarios with the addition of transit. The analysis results will include changes in VMT, emission and traffic patterns in general.
- Work Product: Modeled land use scenarios, traffic volume and pattern information from each land use configuration (GIS Staff)
- 1.306 Transit Model Development:** RPC will work with the modeling consultant to determine the effectiveness of transit improvements. This would include testing for the sensitivity of the model to transit changes. As a result, transit may be incorporated into the model using a more sophisticated methodology.
- Work Product: Evaluation of effectiveness of improvements to transit within the regional travel demand model (GIS Staff)
- 1.307 Travel Model Outputs for Visualization:** RPC will develop and improve capabilities to generate model output to visualize and analyze results, including existing and project congestion maps, traffic flow/volume and TAZ level land use change maps. As appropriate these will be incorporated into LRTP updates.
- Work Product: Visualization products including flow maps, congestions maps, and others as needed (GIS Staff)

## TASK 2 POLICY AND PLAN DEVELOPMENT AND REVIEW

**Purpose:** This task provides for the development and update of the Rockingham MPO Long Range Transportation Plan and other guiding documents and reports produced for the region. This task also includes the conduct of special studies and projects such as updates to the RPC Regional Master Plan, the initiation of corridor monitoring committees, and participation other statewide and regional planning efforts. The tasks in this area are funded with FHWA, FTA, NHDOT, and RPC resources.

**Planning Factors:**

Work products under this task correspond to the following SAFETEA-LU Planning Factors:

1. Support the economic viability of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency (**2.100, 2.200, 2.300**);
2. Increase the safety of the transportation system for motorized and non-motorized users (**2.100, 2.200, 2.300**);
3. Increase the security of the transportation system for motorized and non-motorized users (**2.100, 2.200, 2.300**);
4. Increase the accessibility and mobility of people and freight (**2.100, 2.200, 2.300**);
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 (**2.100, 2.200**);
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight (**2.100, 2.200, 2.300**);
7. Promote efficient system management and operation (**2.100, 2.200, 2.300**);
8. Emphasize the preservation of the existing transportation system (**2.200**).

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## 2.100 LONG RANGE TRANSPORTATION PLAN

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**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.

### **Proposed Activities and Products:**

**2.101 Transportation Plan Update:** Carry out minor updates of the Rockingham MPO Transportation Plan in conjunction with development of the Transportation Improvement Program and as needed at other times. This update will be developed with public involvement consistent with the stated MPO Public Participation Plan and will be evaluated for financial constraint in cooperation with the NHDOT. Work will be focused on five areas: (1) Achieving SAFETEA-LU Compliance through the addition of a Congestion Management Process, (2) Integration of updated projects and project information; (3) more extensive use of forecasting and model analysis to assess future land use scenarios and traffic congestion; (4) revisions to transportation system performance measures; and (5) continuing to improve integration of transportation planning with adjacent MPOs in New Hampshire (SRPC, NRPC, SNHPC), Maine (Kittery Area MPO) and Massachusetts (MVPC).

- Work Product: Updated MPO Long Range Plan (Transportation Staff)

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

- Work Product: Air Quality Conformity Analysis for TIP/Plan (Transportation Staff)

**2.103 Fiscal Constraint Analysis:** As a component of the Transportation Plan development, prepare an analysis of projected revenues and expenditures for the region in cooperation with NHDOT and other NH MPOs. This will include developing a budget of funds reasonably expected to be available in the region on which to base project specific recommendations and sequencing.

- Work Product: Fiscally constrained Plan and TIP (Transportation Staff)

**2.104 Transportation Project Development:** A deficiency in the MPO long range planning has been a lack of detailed information available regarding Plan project proposals. This work tasks is intended to refine the project selection process and to supplement project descriptions with additional detail to enable decision-makers to better prioritize.

- Work Product: Project Information sheets for each project listed in the Long Range Plan (Transportation Staff)

**2.105 Environmental Mitigation:** SAFETEA-LU requires that the MPO include discussions of environmental mitigation within the Long Range Plan. This work task is to continue to revise and refine these discussions, to maintain up-to-date information regarding potential areas of mitigation, and to maintain consistency with State, regional, and local environmental planning

efforts.

- Work Product: Environmental mitigation component in the Long Range Plan coordinated with planning/analysis at the community level. (Transportation Staff/Land Use Staff)

**2.106 Population and Employment Projections:** Modify the population and employment projections included in the Long Range Plan and Air Quality Conformity Analysis to include the latest planning assumptions and to be consistent with Federal and State estimates for the communities and region. Continue to refine the projection model.

- Work Product: Employment and Population projections utilizing latest planning assumptions(Transportation Staff)
- Work Product: Refined projection model (Transportation Staff)

**2.107 Transportation Project Database:** Continue to develop and maintain a database of transportation projects in the region.

- Work Product: Transportation Project Database (Transportation/GIS Staff)

**2.108 Project Selection Criteria Development:** Limited financial resources require that a set of criteria be in place to evaluate and prioritize projects. The RPC has project selection criteria developed in 2002/03 that need to be reevaluated, updated and refined.

- Work Product: Updated project selection criteria (Transportation/GIS Staff; TAC and Policy Committee approval)

**2.109 Mapping and Data Visualization:** This work task is concerned with the development of improved and expanded use of maps, graphics and other visualizations in the Long Range Transportation Plan, TIP and other planning documents.

- Work Product: Updated maps and other graphics for the Long Range Transportation Plan, including maps or graphic relating to accident locations, existing and project congestion conditions, transit location, population density and growth trends and others. (Transportation/GIS Staff)

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## 2.200 MPO GUIDING DOCUMENTS & REPORTS

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**Objective:** The MPO has a number of guiding documents and policies that govern many of the tasks and programs. This task area is concerned with the development and maintenance of those policies as they are described in the MPO Unified Planning Work Program (UPWP), MPO Prospectus, and other guiding documents. This work task also includes the completion of the annual performance report which describes the activities undertaken by the MPO over the previous fiscal year.

### **Proposed Activities and Products:**

**2.201 UPWP Development & Amendments:** The FY 2010-2011 UPWP will be tracked against actual task completion; amendments will be proposed as needed to reflect changing needs; a new UPWP will be prepared in FY2011.

- Work Product: Tracking and amendments to the FY 2010-2011 UPWP as needed (Transportation Staff)
- Work Product: FY 2012-2013 UPWP (Transportation Staff)

- 2.202 Prepare Annual MPO Performance Report:** The MPO is required to submit a report on the progress in carrying out the UPWP within 90 days of the end of the fiscal year.
- Work Product: MPO Annual Performance Reports for FY 2009 and FY 2010 (Transportation Staff)
- 2.203 MPO Prospectus:** Prepare updates and modifications to the MPO Prospectus to account for changes in policies and procedures.
- Work Product: Updates to the Prospectus as necessary (Transportation Staff)
- 2.204 DBE & Title VI Implementation:** The MPO has consistently pursued a policy of non-discrimination and equal opportunity in its procurement processes. During the biennium the MPO will adopt a formal DBE program.
- Work Product: DBE Program and goal analysis (Transportation & Administrative Staff)
- 2.205 Development of Performance Measures & Metrics:** To improve the effectiveness and efficiency of the planning process, the MPO needs to develop methods of measuring progress towards goals for both the agency as well as for individual programs.
- Work Product: Agency performance measures (Transportation Staff)
  - Work Product: Refinement of programmatic performance measures in the Long Range Plan (Transportation Staff)

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## 2.300 SPECIAL STUDIES & PROJECTS

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**Objective:** To develop other policies, policy documents and planning studies needed by the MPO but which do not fall into any of the previous categories in this Task.

**Proposed Activities:**

- 2.301 Land Use/Corridor Studies:** Participation in land use/transportation/corridor studies that are not explicitly defined in the UPWP. This includes work on studies being undertaken by adjacent MPOs, RPC, or other agencies.
- Work Product: Staff participation in various studies as needed (Transportation Staff)
- 2.302 Maintain Regional Intelligent Transportation Systems (ITS) Architecture for the MPO:** This task is concerned with the maintenance of the regional ITS architecture for the Strafford and Rockingham MPOs and may require an MOU between RPC and SRPC.
- Work Product: Regional ITS Architecture maintenance MOU with SRPC (Transportation Staff)
  - Work Product: Updates to the Regional ITS Architecture as needed (Transportation Staff)
- 2.303 State Planning and Research Funds (SPR):** RPC staff will complete applications for State Planning and Research (SPR) program grants as they become available from NH DOT. Includes working with communities on the development of specific projects, development of the proposal, and participation in the project selection process.
- Work Product: Applications for SPR funding as appropriate (Transportation Staff)
- 2.304 Small Projects Inventory:** It has been suggested through the Long Range Transportation Business

Plan process that a dedicated funding source for small project be established. In support of this concept staff will document small projects throughout the region that have been chronically overlooked or not selected for funding through existing programs.

- Work Product: Small projects inventory and database (Transportation Staff)

**2.305 Locally Coordinated HHS Transit Plans:** Staff will work with COAST, CART, WildcaT Transit, neighboring planning commissions and appropriate Human Service Agency staff to incorporate any needed updates to the two Locally Coordinated Public Transit & Human Services Transportation Plans that cover the MPO study area. These include the plan adopted by the MPO and the Alliance for Community Transportation (ACT) in 2007, covering eastern Rockingham and Strafford Counties; and the Greater Derry-Salem transit coordination plan covering the western portion of the RPC region and three communities in the Southern NH Planning Commission region.

- Work Product: Updates to Locally Coordinated HHS Transit Plans as needed (Transportation Staff)

**2.306 Congestion Management Process:** As part of the Boston Urbanized Area, the MPO is required to develop a Congestion Management Process (CMP) as a tool for managing traffic congestion and providing information on transportation system performance. A CMP must measure multi-modal transportation system performance, identify the causes of congestion, assess alternative actions, implement cost-effective actions, and evaluate the effectiveness of implemented actions. The RPC will work with SNHPC, NRPC, FHWA, NHDOT, and other regional partners on the development of the CMP, and integration into the planning process.

- Work Product: MPO Congestion Management Process and methodology, and maintenance plan. (Transportation Staff)

**2.307 Regional Master Plan Chapters:** Development of transportation related chapters of the Rockingham Planning Commission Regional Master Plan as required.

- Work Product: Updates to transportation related elements of chapters of the RPC Regional Master Plan. These will include completion of an executive summary of the Long Range Transportation Plan, and of the Historic Resources Chapter, a Natural Resources chapter and Future Land Use Chapter. (Transportation and Land Use Staff)

**2.308 Transportation Corridor Monitoring Committees:** The intent of a corridor monitoring committee is to actively monitor and promote the implementation of corridor management plans, to track changes in traffic patterns and land development along a corridor and to determine when thresholds have been met to implement improvement projects. These committees will meet once or twice per year, or as needed, and will consolidate information into a report of corridor activities. Staff responsibilities will be to collect data and track status on development projects, changes in traffic patterns, accident statistics, and produce a corridor monitoring report on an annual basis for distribution to NH DOT and the involved communities. The content of these reports will be dependent upon the information available on corridor land use and transportation activities. Corridor Committees are proposed for US 1, NH 33, NH 111, and NH 125.

- Work Product: Corridor Monitoring Reports (Transportation Staff)

**2.309 STTIP-RMS Database Development:** NH DOT has started the development of an updated transportation project database that will replace the existing system and have asked for MPO involvement in that process. Staff will participate in the design of the database as well as the implementation at the regional level.

- Work Product: Unified DOT project database (Transportation Staff)

**2.310 NH Eco-Logical Partnership Workgroup:** Eco-Logical is a project of the New Hampshire Audubon Conservation Science Department funded by the Federal Highway Administration. The purpose is to facilitate coordination between transportation planning and conservation planning. The role of the Partnership Work Group is to: communicate and collaborate among partners; assist with project outreach; review and provide input to project tasks and outputs; identify geographic extent for impact assessment; and develop prioritization guidelines for resources and impacts. RPC staff will participate on the work group by attending meeting and providing input on the project and products. Where applicable, project outcomes will be integrated into MPO planning documents and project development and environmental mitigation processes.

- Work Product: Coordinated transportation and conservation planning (Transportation/Land Use Staff) and modifications to MPO project development and planning documents as appropriate.

### TASK 3 PROJECTS AND PROGRAM IMPLEMENTATION

**Purpose:** This Task provides for the timely implementation of the Rockingham MPO policies and plans through a public process of project evaluation, prioritization, and recommendations for implementation via the MPO Technical Advisory Committee and Policy Committee. MPO staff also has an active role in transit and bike and pedestrian planning, is involved in the design and implementation of all types of transportation projects in the region, and works with our partner agencies on the development and maintenance of the MPO Transportation Improvement Program (TIP).

**Planning Factors:** Work products under this task support all eight SAFETEA-LU Planning Factors through implementation of the 3Cs Planning Process:

1. Support the economic viability of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency (**3.100, 3.200, 3.300, 3.400, 3.500**);
2. Increase the safety of the transportation system for motorized and non-motorized users (**3.100, 3.200, 3.300, 3.400, 3.500**);
3. Increase the security of the transportation system for motorized and non-motorized users (**3.100, 3.200, 3.300, 3.500**);
4. Increase the accessibility and mobility of people and freight (**3.100, 3.200, 3.300, 3.500**);
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 (**3.100, 3.200, 3.300, 3.400, 3.500**);
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight (**3.100, 3.200, 3.300, 3.500**);
7. Promote efficient system management and operation (**3.100, 3.200, 3.300, 3.500**);
8. Emphasize preservation of the existing transportation system (**3.100, 3.200, 3.300, 3.400, 3.500**).

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#### 3.100 Public Involvement & Committee Support

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**Objective:** To increase public awareness and participation in the transportation planning process and the implementation of plans and projects. This task also includes providing for on-going organizational support of the TAC and Policy committees.

**Proposed Activities and Products:**

- 3.101 Committee Support:** Continue to provide support to the MPO TAC and Policy Committees, including staffing, public notices, mailings, and other tasks. Approximately 8 TAC and 4 Policy Committee meetings will be held in each year of the UPWP.
- Work Product: TAC, RPC/MPO agendas, minutes, memos and related committee information. (Transportation/Administrative Staff)
- 3.102 Public Involvement Process Review:** Conduct a biennial review of the MPO Public Involvement Process, including assessment of needs for outreach to Limited English Proficiency (LEP) groups/populations.
- Work Product: Documentation of Public Involvement Process review and any proposed revisions (Transportation Staff)
- 3.103 MPO Website Development & Maintenance:** Redesign and expand the MPO Website to include current and archived information from TAC and Policy Committee meetings, information on current projects, and current regional data.
- Work Product: Redesigned MPO website (Transportation/GIS/Administrative Staff)
- 3.104 Media Monitoring:** Monitor media coverage of transportation issues; utilize press releases and other media contacts to publicize transportation issues and MPO activities
- Work Product: Documentation of press releases and media stories related to MPO projects (Transportation Staff)
- 3.105 Participation in Local Meetings:** Ensure MPO representation at NHDOT-sponsored Local Officials and Public Informational Meetings held during the project design and engineering phase of projects in the MPO area.
- Work Product: MPO input on design and implementation of projects in the region (Transportation/Land Use Staff)
- 3.106 Annual List of Obligated Projects:** Compile and publish an annual listing of projects for which federal transportation funds were obligated in the preceding program year.
- Work Product: Annual List of Obligated Projects (Transportation Staff)
- 3.107 Ten Year Plan Process:** Participation in the development of the Ten Year Plan by NH DOT.
- Work Product: Regional priorities for 10 Year Plan Projects (Transportation Staff)
  - Work Product: Comments on projects proposed for the 10 Year Plan (Transportation Staff)
- 3.108 Participation in PARE Committee:** RPC staff will participate as RPC representative in the NHDOT-NHMA coordination committee established in 2008.
- Work Product: Participation in PARE Committee (Executive Director)
- 3.109 Participation in NH Energy and Climate Collaborative:** RPC staff will continue to support the reduction of greenhouse gas emissions, which result from the transportation sector and land use change in New Hampshire, by participating in the newly formed NH Energy and Climate Collaborative. This public/private partnership has formed to oversee the implementation of the 67

recommendations in the NH Climate Action Plan, which was developed by the NH Climate Change Policy Task Force.

- Work Product: Participation in NHE&C meetings, development and review of documents and other work tasks associated with promoting the implementation of transportation and land use initiatives. (Executive Director)

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### 3.200 Transportation Improvement Program

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**Objective:** To prepare the MPO Transportation Improvement Program (TIP) for FY 2011-2014, in cooperation with the State as required under the State's biennial TIP/STIP development schedule, and to conduct other TIP-related activities as needed to continue compliance with 23 CFR Part 450, Subpart C.

**Proposed Activities and Products:**

**3.201 TIP Preparation:** Prepare and adopt the Rockingham Planning Commission TIP, including Air Quality Conformity determination, financial constraint analysis, and a summary of results from prior TIPs. Ensure consistency between the project specific element of the long range transportation plan and regional air quality conformity analysis.

- Work Product: Draft FY2011-2014 Rockingham MPO TIP (Transportation Staff)
- Work Product: Air Quality Conformity Determination(s) (see Section 102.1) (Transportation Staff)

**3.202 Project Development Support:** Work with project applicants and NHDOT with application development and project implementation. In addition, staff will participate in TIP committee meetings as requested.

- Work Product: Project applications and documentation of implementation activities (Transportation Staff)

**3.203 Evaluate Regional Project Needs:** As part of the TIP and Plan development, conduct an evaluation of regional transportation improvement needs, using input from the Long Range Plan, the travel demand model, NHDOT and other parties, and propose projects, or encourage state or local governments to propose projects, as appropriate.

- Work Product: Documentation of regional project needs (Transportation Staff)

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

- Work Product: Documentation of TIP Amendments (Transportation Staff)

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

- Work Product: Documentation of TIP Administrative Modifications (Transportation Staff)

**3.206 TIP Data Visualization:** Develop a GIS based representation of the TIP as well as other methods to visualize the changes occurring in the TIP and Plan showing project locations, type, cost and construction year.

- Work Product: Graphical representations of the projects in the TIP and Long Range Plan documents. (Transportation/GIS Staff)

**3.207 Interagency Consultation/Transportation Planning Collaborative:** Participate in monthly

interagency consultation conference calls and other meetings or communication with FHWA, NHDOT, MPOs and resource agencies as needed to address TIP, Long Range Plan, Ten Year Plan, air quality conformity and other aspects of the 3Cs planning process. The NHDOT has further proposed formation of a Transportation Planning Collaborative to foster improved communication between the NHDOT and RPCs/MPOs. The TPC is proposed to meet quarterly and may function as an expanded Interagency meeting in those months.

- Work Product: Participation in monthly meetings/conference calls. (Transportation Staff)
- Work Product: A coordinated TIP Amendment process (Transportation Staff)
- Work Product: A coordinated Air Quality Conformity Analysis process (Transportation Staff)
- Work Product: Participation in quarterly TPC meetings (Transportation Staff)

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

- Work Product: Regional TE application and evaluation process (Transportation Staff)
- Work Product: Documentation of project implementation work (Transportation Staff)

**3.209 Congestion Mitigation & Air Quality Program:** Work with applicants for Congestion Mitigation & Air Quality (CMAQ) to provide project development assistance; evaluate and rank project applications including air quality analyses; assist applicants as needed with statewide selection process; monitor project implementation. In addition, staff will participate in CMAQ Advisory Committee meetings as requested.

- Work Product: Regional CMAQ application and evaluation process (Transportation Staff)
- Work Product: Documentation of project implementation work (Transportation Staff)

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### 3.300 Transit & TDM Planning & Assistance

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

**Proposed Activities and Products:**

**3.301 Planning Assistance to COAST:** Staff will continue to serve on the COAST board; collaborate with COAST and Strafford MPO staff on biennial rider surveys; prepare an analysis of the economic impact of COAST service; work with COAST and communities served by Route 7 to redesign service on that route; and work with COAST and US1 corridor communities to plan an expansion of COAST service south of Portsmouth. Staff will also work with COAST as part of the Alliance for Community Transportation, a collaborative of municipalities and provider agencies working to establish a regional transit brokerage serving the Greater Seacoast.

- Work Product: Economic impact study (Transportation Staff, COAST)
- Work Product: Documentation of Route 7 redesign (Transportation Staff)

- Work Product: Feasibility assessment for US1 corridor service (Transportation Staff)
- 3.302 Planning Assistance to the Alliance for Community Transportation (ACT):** MPO staff will continue to participate in ACT, the Regional Coordinating Council (RCC) for community transportation for the Greater Seacoast area. Assistance will include development of funding proposals, development of a regional Operating Agreements with provider agencies, selection of a Regional Transportation Coordinator (RTC or broker) for Medicaid transportation.
- Work Product: Selection of Regional Transportation Coordinator (Transportation Staff)
  - Work Product: Update as needed to Seacoast locally coordinated public transit/human service transportation plan (Transportation Staff)
  - Work Product: Expanded and diversified funding for ACT service (Transportation Staff)
- 3.303 Planning Assistance to CART:** Staff will continue to serve on the CART board and executive committee. The MPO will provide technical assistance with several projects during the biennium, including implementation of fixed-route service between Salem and Derry; analyses of ridership patterns to develop additional fixed routes or deviated fixed routes; assistance in developing operating agreements with other transit providers in the region; assistance with resource development including grant writing and serving as a liaison with RPC member communities.
- Work Product: Analysis of potential fixed/deviated fixed routes (Transportation/GIS Staff)
  - Work Product: Financial plan for CART and diversified and expanded funding base. (Transportation Staff)
- 3.304 Planning Assistance to Transportation Assistance for Seacoast Citizens (TASC):** MPO staff will continue to serve on the board of directors for the Transportation Assistance for Seacoast Citizens (TASC) volunteer driver program, and provide assistance with funding development and operations planning. MPO staff will also work with TASC and ACT to expand the geographic scope of TASC and integrate it into the ACT regional transit brokerage.
- Work Product: Expanded municipal and private sector funding (Transportation Staff)
- 3.305 Regional Intercity Rail & Transit Initiatives:** MPO staff will provide assistance at the request of the Town of Plaistow in the implementation of passenger rail service to Plaistow through a proposed cooperative agreement with the MBTA involving relocation of a maintenance facility to Plaistow together with extension of rail service north from Haverhill. MPO staff will also provide assistance at the request of the City of Portsmouth with a feasibility study of upgrading rail infrastructure on the Portsmouth Branch corridor to support passenger service and expanded freight service. The MPO will also provide assistance as needed to support start-up of transit service in the NH 101 corridor between Portsmouth, Manchester Airport and downtown Manchester. Finally, MPO staff will serve on the Exeter Downeaster station committee, and work with station communities, NHDOT and NNEPRA to pursue enhancements to Downeaster service.
- Work Product: Site selection for rail maintenance facility and passenger platform in Plaistow (Transportation Staff, Consultant)
  - Work Product: Feasibility study for upgrade to Portsmouth Branch rail corridor (Transportation Staff, Consultant)
- 3.306 Regional Transit Guide:** MPO staff will update and maintain the online version of the Regional Transit Guide, and work with towns and community organizations expand marketing of the site and access from other sites.

- Work Product: Updated web guide to regional transit services (Transportation/Administrative Staff)
- 3.307 Statewide Community Transit Coordination:** MPO staff will participate in statewide work on transit development through the NH Transit Association and the State Coordinating Council for Community Transportation (SCC).
- Work Product: Participation in NHTA and SCC in support of regional transit and coordination initiatives (Transportation Staff)
- 3.308 TMA Support (Seacoast Commuter Options, SE-TRIP):** MPO staff will assist the Pease Development Authority in the revitalization of the Seacoast Commuter Options regional Transportation Management Association (TMA). MPO staff will also continue to collaborate with Seacoast Commuter Options and other partners in coordinating activities for Bike/Walk to Work Day and Green Commute Week.
- Work Product: Documentation of TMA support (Transportation Staff)
- 3.309 Derry-Salem RCC Development and Assistance:** MPO staff will work with SNHPC to reconvene the regional group of stakeholders from the 2001-2003 Derry-Salem Transit Study to both update the SAFETEA-LU mandated public transit human service transportation coordination plan for the region and establish a Regional Coordinating Council (RCC) to oversee implementation of a regional Medicaid transportation brokerage proposed by the NH Department of Health and Human Services.
- Work Product: Executed MOU and Bylaws for Derry-Salem RCC (Transportation Staff)
  - Work Product: Selection of Regional Transportation Coordinator for Derry-Salem RCC (Transportation Staff)
  - Work Product: Updated locally coordinated plan for public transit/human service transportation (Transportation Staff)
- 3.310 Regional Park & Ride Study:** Gather current data on use of regional park and ride facilities, including the Portsmouth Transportation Center (PTC), as well as park and ride lots in Salem, Windham, Hampton, Hampstead, and Plaistow. Of particular interest is assessing multi-day use vs. daily use by commuters.
- Work Product: Regional Park & Ride usage study (Transportation/Land Use Staff)

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### 3.400 Bicycle and Pedestrian Planning and Programs

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**Objective:** To develop facilities and programs that encourage bicycling and walking as an alternative to driving, improve bicycle and pedestrian safety, and expand the contribution of bicycle tourism to the economy of the region.

**Proposed Activities and Products:**

- 3.401 General Bicycle/Pedestrian Planning:** Respond to requests from MPO communities for assistance in planning bicycle and pedestrian facilities. Identify locations on state and regional bicycle routes where Share the Road safety signage should be placed according to state signage policies.
- Work Product: Inventory of locations for Share the Road signs (Transportation Staff)
  - Work Product: Documentation of assistance to communities (Transportation Staff)

**3.402 Bike/Walk to Work Day:** Continue collaboration with Seacoast Commuter Options, SABR, SRPC and other partners to coordinate regional events for Bike/Walk to Work Day and National Bicycle Month, including regional bike/ped commuter breakfasts, the Corporate Commuter Challenge and School Challenge, and educational events.

- Work Product: Documentation of annual BWWD events (Transportation Staff)
- Work Product: Updated BWWD Workplace Coordinator's Guide (Transportation Staff)

**3.403 Safe Routes to School:** Provide assistance to MPO communities developing Safe Routes to School programs

- Work Product: Analyses and planning assistance as requested (Transportation Staff)

**3.404 NH Seacoast Greenway Planning & Implementation:** MPO staff will continue to provide planning and project development assistance to the NH Seacoast Greenway (NHSG) Advisory Committee. Work will be funded through a combination of current NH Charitable Foundation grant proceeds, FHWA PL funds, NPS technical assistance and other grant sources.

- Work Product: Financial plan for NHSG Implementation (Transportation Staff, Consultant)
- Work Product: Establishment of NHSG Committee as an independent non-profit organization (Transportation Staff, Consultant)
- Work Product: Outreach materials for NHSG, including brochure and website (Transportation Staff, Consultant)

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### 3.500 Project Implementation

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**Objective:** Increase MPO involvement in transportation project implementation, including design review and tracking; take advantage of increased level of involvement offered by the regional planning commissions in participating in the project scoping and early design review phases of project implementation; to assist local communities, state and federal agencies with various aspects of TIP project implementation.

**Proposed Activities and Products:**

The MPO will actively monitor the status of projects scheduled for implementation in the UPWP and inform interested parties as appropriate. Where appropriate staff will participate, provide comments and assist in obtaining local input.

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

- Work Product: Input to NHDOT Design Bureau regarding project implementation (Transportation Staff)
- Work Product: Technical memos regarding implementation activities. (Transportation Staff)
- Work Product: Written comments relating to project development and preliminary design (Transportation Staff)

- 3.502 CTAP Program Implementation/Administration:** MPO staff will continue to work with NHDOT on project planning, implementation and administration for the I-93 Community Technical Assistance Program. Task includes attendance at Advisory Committee meetings, Management Committee meetings, writing and developing municipal contracts, solicitation for grant project applications, and outreach to Selectboards and land use boards and other community groups.
- Work Product: Agendas for Advisory Committee and Management Committee meetings
  - Work Product: Municipal contracts and grant applications
  - Work Product: Outreach to Selectboards, land use boards, and other community groups.
- 3.503 NH 125 Improvements:** Continue MPO involvement in the NH125 Advisory Task Force (ATF); development of a parcel specific Access Management Plan for the NH 125 Corridor; and development of project plans for implementing highway improvement in the corridor.
- Work Product: Input into the planning/design process of the NH 125 improvements. (Transportation Staff)
- 3.504 CSS Process Development:** Stakeholder Participation - Assist NHDOT with development and implementation of Context Sensitive Solutions project development process; participate as stakeholders in CSS project design where appropriate.
- Work Product: Utilize the CSS Process in the development of projects where applicable. (Transportation Staff)
- 3.505 HSIP Project Implementation:** The Highway Safety Improvement Program process in NH requires staff to examine problem locations around the region for crash history and determine candidates for short-term improvements, road safety assessments, or other action.
- Work Product: Analysis of accident locations in the region. (Transportation Staff)
  - Work Product: Input into the HSIP project selection process. (Transportation Staff)
- 3.506 ME-NH Piscataqua River Bridge Connections Study:** Participation in the study of the options that are available to make improvements to the crossing of the Piscataqua River between Portsmouth and Kittery, ME. NH DOT is partnering with Maine DOT in the undertaking of this study prior to making decisions about improvements to the Memorial and Sarah Long Bridges.
- Work Product: Active participation in the development of this study. (Transportation Staff)
  - Work Product: Preferred set of alternatives for moving forward with improvements and integration with MPO LRTP and project development process. (Transportation Staff/NH DOT)
- 3.507 Windham Wall Street Study:** RPC Transportation staff will oversee the implementation of the NH111 – Wall Street Corridor Study, which is designed to study NH 111 corridor needs through the Town Center district, the traffic and circulation impacts of connecting Wall Street from NH 111 to North Lowell Road in Windham. The RPC is responsible for the public involvement process, for project management and administration, and for integration of project recommendations with MPO project development and planning. A detailed scope of work has been developed, and a consultant has been selected and is under contract. Separate SPR funds are being utilized to fund the consultant tasks; UPWP funds will be utilized for RPC tasks.
- Work Product: Public involvement tasks, including Advisory Committee notices, agendas, and minutes, public meeting materials, project progress reports, cost accounting and

invoicing, administration and participation in the study. (Transportation Staff, Consultant)

## TASK 4 LOCAL TECHNICAL ASSISTANCE

**Purpose and Objective:** This Task 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.

**Planning Factors:** Work products under this task correspond to the following planning factors:

1. Support the economic viability of the metropolitan area, especially by enabling global competitive-ness, productivity and efficiency **(4.100, 4.200, 4.300)**;
2. Increase the safety of the transportation system for motorized and non-motorized users **(4.100, 4.200, 4.300)**;
3. Increase the security of the transportation system for motorized and non-motorized users **(4.100, 4.200, 4.300)**;
4. Increase the accessibility and mobility of people and freight **(4.100, 4.200, 4.300)**;
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 **(4.100, 4.200, 4.300)**;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight **(4.100, 4.200, 4.300)**;
7. Promote efficient system management and operation **(4.100, 4.200, 4.300)**;
8. Emphasize the preservation of the existing transportation system **(4.100, 4.200, 4.300)**.

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### 4.100 General Technical Assistance

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**Objective:** This task is for short term technical assistance to communities not related to a project or study listed in tasks 4.200 or 4.300.

**Proposed Activities and Products:**

**4.101 General Transportation Assistance:** MPO staff will provides general transportation planning assistance to area communities and other public entities on an as-requested basis and when financially and technically feasible.

- Work Product: Reports and memoranda related to local assistance. (Transportation Staff)

**4.102 Local Meetings & Advisory Groups:** Attend local Planning Board, Board of Selectmen, and other meetings to discuss transportation related topics.

- Work Product: Attendance at meetings as requested. (Transportation/Land Use Staff)

**4.103 Development Impact Review:** This task is related to the reviews of development proposals and traffic impact studies that the communities occasionally ask us to undertake or related to the

Development of Regional Impacts process. It is estimated staff may review 6-10 proposals/year.

- Work Product: Comments and Input on Traffic Impact Studies and development proposals (Transportation/Land Use Staff)

**4.104 Technical Assistance Project Development:** This line item provides a task for the scoping and development of specific projects under the T-LU program or technical studies.

- Work Product: Scope, cost, and timeline for proposed T-LU projects. (Transportation/Land Use Staff)

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#### 4.200 Technical Studies

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**Objective:** Provide resources to communities for technical studies or other specialized services to address transportation issues, support project development, and transportation/land use integration studies.

**Proposed Activities and Products:**

**4.201 Traffic Studies:** To perform traffic volume, turning movement, vehicle classification, or other traffic analysis as requested by communities and perform analysis on that data.

- Work Product: Traffic studies as requested (Transportation/GIS/Land Use Staff)

**4.202 Parking Studies:** To perform small studies of parking conditions and/or needs as requested by communities, including analysis.

- Work Product: Parking studies as requested (Transportation/GIS/Land Use Staff)

**4.203 Access Management Plans:** Assist communities with the development of Access Management plans and policies for a corridor or the entire community.

- Work Product: Access Management Plans or policies as requested. (Transportation/Land Use Staff)

**4.204 Access Management MOU Development:** Assist in the development and execution of Access Management MOUs between NHDOT District VI and communities.

- Work Product: Draft and adopted MOUs for Access Management (Transportation/Land Use Staff)

**4.205 Natural Resources Planning & Regulation:** Task includes development of natural resource based studies, inventories, plans, Master Plan Chapters, protective zoning ordinances and regulations, and educational and training sessions with local land use boards and community groups.

- Work Product: Documentation of completed studies, inventories, plans, Master Plan chapters, zoning ordinances, and regulations. (Transportation/ Land Use Staff)
- Stormwater standards for Redevelopment and Infill (Transportation/ Land Use Staff)
- Work Product: Educational/ training sessions. (Transportation/ Land Use Staff)

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#### 4.300 Transportation/Land Use Projects & Studies

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**Objective:** To provide grant and technical assistance funding within the UPWP to provide local

communities resources to carry out small community-specific studies connecting transportation and land use. 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.

**Proposed Activities and Products:**

- 4.301 Transportation-Land Use Program Development (T-LU):** Define the T-LU program, requirements, and develop application materials. Administer the program.
- Work Product: T-LU program guidelines, application form, evaluation criteria, project MOA and related documents (Transportation/Land Use/GIS Staff).
- 4.302 Transportation/Land Use Guidebooks:** This task is a T-LU project and involves writing a series of guidebooks for communities that discuss transportation and land use related topics. It is anticipated that one guide will be completed per year and that topics will include Access Management, Traffic Calming, Traffic Impact Analysis, Financing improvements, as well as others.
- Work Product: Traffic Impact Analysis guidebook for Communities (year 1)  
(Transportation/Land Use Staff)
  - Work Product: Access Management guidebook for Communities (year 2)  
(Transportation/Land Use Staff)
- 4.303 Placeholder for Future Studies:** This line item reserves land use and transportation staff time (approximately 350 hours in FY2010 and 850 hours in FY2011) for T-LU projects that will be defined during in FY 2010 and 2011. UPWP revisions will add these projects in as necessary.
- Work Product: None – Placeholder (Transportation/Land Use/GIS Staff)
- 4.304 Plaistow Main Street Traffic Calming Study:** This is a T-LU funded project that will address community concerns regarding traffic impacts on the downtown area of Plaistow. The project will include an analysis of the Main Street corridor and potential traffic control changes and the impacts of growth on traffic on the roadway. Developing a micro-scale model to simulate traffic movement and gauge the impact of changes is also a possibility.
- Work Product: Corridor analysis of Main Street in Plaistow with recommendations for improvements. (Transportation/Land Use/GIS Staff)
- 4.305 Stratham Gateway District Ordinance:** The Stratham Gateway District includes development of a Form Based Code ordinance, including integrated access management components relative to NH 108/33, development of graphic illustrations for the ordinance, and development of performance based regulations for storm water management and environmental protection within the District.
- Work Product: Stratham Gateway District Ordinance and Form Based Code, including graphic illustrations of code elements. (Transportation/ Land Use Staff)
  - Work Product: Documentation of the public participation process (Transportation/ Land Use Staff)
  - Work Product: Stormwater management requirements. (Transportation/ Land Use Staff)
- 4.306 Hampton Beach Master Plan Update:**
- In cooperation with the Hampton Beach Area Commission (HBAC), the RPC will be responsible for updating all or parts of the Transportation Section of the 2001 Hampton Beach Master Plan. This will include updates to Section III (Existing Conditions), Section IV (Recommendations), and Section

V (Implementation). It is anticipated that the update will be focused around an update of the parking component, and will include conducting a new parking survey to determine current utilization patterns and project needs. Parts or all of this work may be contracted through a competitive bid process to a transportation planning consultant.

- Work Product: Updated Transportation components of the Hampton Beach Master Plan. (Transportation/Land Use/GIS Staff)

## TASK 5 PROGRAM MANAGEMENT AND ADMINISTRATION

**Purpose:** This Task facilitates administration of the agencies and their grants, support of the policy and TAC meetings, training of staff, and conduct of other activities needed to fulfill the Rockingham MPO's mission.

**Planning Factors:** Work products under this task correspond to the following planning factors:

1. Support the economic viability of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency (**5.100, 5.200**);
2. Increase the safety of the transportation system for motorized and non-motorized users (**5.100, 5.200**);
3. Increase the security of the transportation system for motorized and non-motorized users (**5.100, 5.200**);
4. Increase the accessibility and mobility of people and freight (**5.100, 5.200**);
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 (**5.100, 5.200**);
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight (**5.100, 5.200**);
7. Promote efficient system management and operation (**5.100, 5.200**);
8. Emphasize the preservation of the existing transportation system (**5.100, 5.200**).

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### 5.100 Administration

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**Objective:** To provide administrative, clerical services and staff training, not otherwise assignable, for the timely completion of UPWP tasks.

**Proposed Activities & Products:**

**5.101 UPWP Administration:** Administration of the FY 2010-2011 MPO Unified Planning Work Program, including contract administration, cost accounting and UPWP task fulfillment.

- Work Product: Monthly Work Program Reports (Transportation/Administrative Staff)
- Work Product: Monthly UPWP Billings (Transportation/Administrative Staff)

**5.102 Audits:** Prepare annual financial audit in accordance with applicable requirements of OMB Circulars A-87 and A-133.

- Work Product: Annual Financial Audit for each fiscal year. (Administrative Staff)
- 5.103 Meeting Attendance:** MPO staff will attend quarterly NHDOT/RPA meetings and special coordination meetings pertaining to transportation program and MPO organizational issues. Additional time will be allocated to ensure adequate interagency coordination, and with signatories of any inter-agency agreements.
- Work Product: Attendance at quarterly RPA meetings and others. (Transportation Staff)
- 5.104 Implement & Monitor Indirect Cost Rate:** Develop and use “Simplified - Provisional” indirect cost rate proposal in accordance with OMB Circular A-87 identifying a provisional indirect cost rate to be used as the basis of monthly billing and cost allocation. Monitor indirect costs in relation to monthly allocation computations.
- Work Product: Indirect Cost Plan (Transportation/Administrative Staff)
- 5.105 NHDOT Audit Findings:** Review any findings made as part of NHDOT audits of RPC’s UPWP contracts, make appropriate changes and monitor compliance.
- Work Product: Annual financial audit meeting OMB-133 and OMB-87 requirements (Administrative Staff)
- 5.106 Hardware and Software:** This task provides a line item for the time spent troubleshooting, installing, and maintaining computer hardware and software specific to MPO tasks and staff.
- Work Product: Hardware and software installed on PCs and running smoothly. (Transportation/GIS Staff)
- 5.107 Program Management Process Development and Maintenance:** Increased reporting requirements regarding the UPWP will require that the RPC update time tracking and project budget management processes. This task is intended to provide a line item for the development of the MPO program management process as well as for maintaining that process once developed.
- Work Product: MPO Program Management Process (Transportation Staff)

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## 5.200 Staff Training

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

**Proposed Activities and Products:**

- 5.201 Conferences/Workshops:** Continued training of MPO planning staff through attendance at transportation related conferences, workshops, and seminars. Emphasis will continue to be placed air quality conformity assessment, highway capacity, and traffic impact analysis and land use/transportation interrelations. Attendance at TRB, AMPO and/or NARC national transportation planning conferences will be emphasized.
- Work Product: Staff trained on various topics; attendance and report to TAC and Policy Committees as appropriate on conferences.
- 5.202 Model Training:** Continued specialized staff training in the theory and application of travel demand modeling as well as on the specific workings of the Regional Travel Demand Model.
- Work Product: Staff trained on regional travel demand modeling



## 5.0 OTHER TRANSPORTATION PLANNING ACTIVITIES

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; funding sources and amount, to the extent they are known are included in Table 2.

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

- Provide assistance with planning and mobility management to ACT, the Regional Coordinating Council (RCC) for the Greater Seacoast region.
- Participate in updates as needed to the SAFETEA-LU locally coordinated public transit/human service transportation plan for the region.
- Prepare study of the economic impacts of COAST transit service in the region (with RPC).
- Prepare route analyses for service extension on US Route 1 from Portsmouth to Seabrook, and redesign of COAST Route 7 in Exeter, Stratham and Newmarket.
- Continue ongoing general and comprehensive transit planning.
- Conduct biennial system review.

| <b>COAST 5307 Planning Funds</b> | <b>FY 2010</b> | <b>FY 2011</b> |
|----------------------------------|----------------|----------------|
| Personnel Cost:                  | \$65,000       | \$65,000       |
| Non-Personnel Cost:              | \$ 0           | \$ 0           |
| Total                            | \$65,000       | \$65,000       |

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

- Provide assistance with planning in the development of a Regional Coordinating Council (RCC) for community transportation for the Greater Derry-Salem region.
- Participate in updates as needed to the SAFETEA-LU locally coordinated public transit/human service transportation plan for the region.
- Preparation of a Strategic Plan and a Financial Plan for CART
- Conduct ridership analyses to identify potential new fixed and deviated fixed route services
- Continue ongoing general and comprehensive transit planning.
- Conduct biennial system review.

| <b>CART 5307 Planning Funds</b> | <b>FY 2010</b> | <b>FY 2011</b> |
|---------------------------------|----------------|----------------|
| Personnel Cost:                 | \$14,000       | \$14,000       |
| Non-Personnel Cost:             | \$ 0           | \$ 0           |
| Total                           | \$14,000       | \$14,000       |

**5.3 I-93 CTAP Implementation:** The RPC is one of four participating Regional Planning Commissions charged with implementation of several components of the I-93 Community Technical Assistance Program. The program is currently transitioning from the initial phase of the work (identified as Year 1) and Phase 2. Both elements include both pass-through and internal RPC tasks. First year tasks included pass-through of community planning grants, GIS land use mapping, buildout analyses, community planning capacity assessments, regional grant writing services, and several others. Phase 2 includes RPC assistance with community planning grants, and an inclusionary housing technical assistance grants, completion of buildout analyses and community conservation open space plans, and other tasks.

| <b>FHWA SPR Planning Funds**</b> | <b>FY 2010</b> | <b>FY 2011</b> |
|----------------------------------|----------------|----------------|
| Personnel Cost:                  | \$ 85,000      | \$ TBD         |
| Non-Personnel Cost (up to):      | \$ 135,000     | \$ TBD         |
| Total                            | \$ 220,000     | \$ TBD         |

**\*\*CTAP Contract #2, for period July 2008– August 2010**

**5.4 NH 125 Study - Brentwood:** The RPC has obtained a grant from NH DOT through the State Planning and Research Program to perform a corridor study on NH 125 in the town of Brentwood. This study is on hold awaiting the signalization of two intersections on NH 125 in Brentwood this summer. The SPR project funds may be released and reapplied for in 2010. It is expected that the study will resume in July, 2010 and be completed by June, 2011. The SPR funds are being matched with state funds. There is no local funding commitment to this project.

| <b>FHWA SPR Planning Funds</b> | <b>FY 2010</b> | <b>FY 2011</b> |
|--------------------------------|----------------|----------------|
| Personnel Cost:                | \$ 0           | \$ 0           |
| Non-Personnel Cost:            | \$ 0           | \$ 62,500      |
| Total                          | \$0            | \$ 62,500      |

**5.5 NH 111 Wall Street Corridor Study -Windham:** NH111 – Wall Street Corridor Study is designed to develop a corridor plan and feasibility study to address NH 111 corridor needs through the Town Center district, the traffic and circulation impacts of connecting Wall Street from NH 111 to North Lowell Road in Windham and the feasibility of building the connector road. Except for several the public involvement coordination and project management and administration, this study is being funded by the NHDOT through the SPR program and will b carried out though a consultant team. A detailed scope of work has been developed; a consultant has been selected and is under contract. Separate SPR funds are being utilized to fund the consultant tasks; UPWP funds will be utilized for RPC tasks.

| <b>FHWA SPR Planning Funds</b>             | <b>FY 2010</b> | <b>FY 2011</b> |
|--|----------------|----------------|
| Personnel Cost (Windham in-kind services): | \$ 26,850      | \$ 0           |
| Non-Personnel Cost:                        | \$ 229,444     | \$ 0           |
| Total                                      | \$ 256,294     | \$ 0           |

## 6.0 FUNDING SOURCES, COST DISTRIBUTION AND TASK SCHEDULING

### Funding Sources and Distribution

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, 80% of UPWP funding is provided by metropolitan planning program grants from the Federal Highway Administration ('PL') and the Federal Transit Administration ('Section 5303'). The balance of funds is provided by the NHDOT and the RPC. **Table 1**, on the following page, shows personnel and non-personnel expense breakdowns by task area.

**Table 2** shows each major UPWP task by funding source, including tasks that are funded by and outside of the MPO metropolitan planning obligations.

Finally, **Table 3** shows the source of local match which is derived from local dues. Each community's share is proportionate to their population, since the allocation of PL and 5303 funding is determined in New Hampshire by population share within the urbanized area communities.

### Task Scheduling

**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.