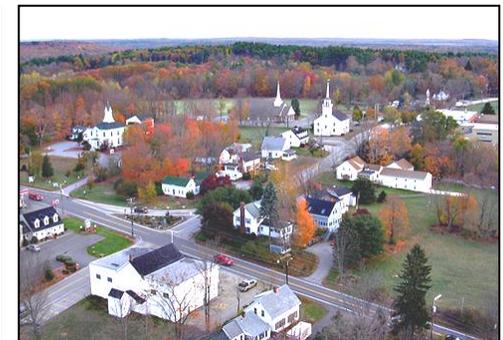
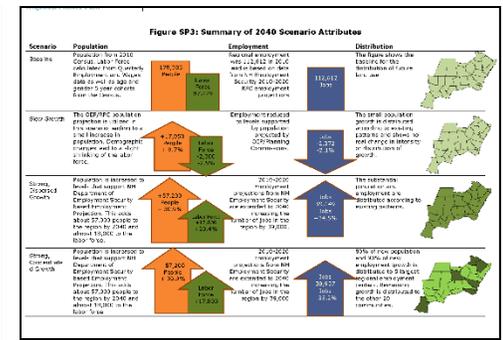
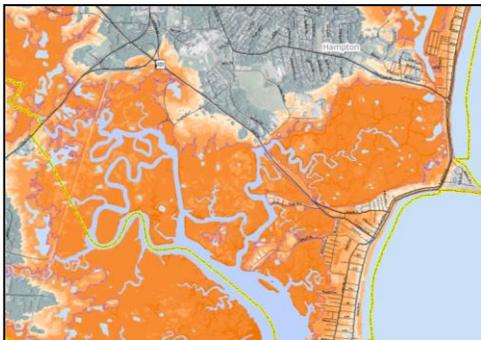


# 2016-2017 UPWP PERFORMANCE REPORT

## ROCKINGHAM PLANNING COMMISSION



SEPTEMBER 30, 2017

This document has been prepared by the Rockingham Planning Commission and Project Partners in cooperation with the U.S. Department of Transportation - Federal Highway Administration and the New Hampshire Department of Transportation. The contents of the report reflect the views of the authors who are responsible for the facts and accuracy of the data presented herein. The contents do not necessarily reflect the official views or policies of the Federal Highway Administration or the New Hampshire Department of Transportation. This report does not constitute a standard, specification, or regulation.



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**Figure 1: UPWP Work Categories and Related Task Areas**

<p><b>Category 100: MPO Administration</b></p>	
<p>Administration of the MPO and its grants, the development of the MPO Prospectus and UPWP, financial management, training of staff, and conduct of other activities needed to fulfill the Rockingham MPO's mission.</p>	<p>Task 101: Accounting and Invoices  Task 102: MPO Administration  Task 103: Staff Training  Task 104: Indirect Cost Rate Adjustments  Task 105: Performance Reporting</p>
<p><b>Category 200: Policy and Planning</b></p>	
<p>The development and update of the Rockingham MPO Long Range Transportation Plan and other guiding documents and reports produced for the region. The conduct of special studies and projects such as updates to the Transportation chapter and related components of the RPC Regional Master Plan, the Regional ITS Architecture, Congestion Management Process. Also includes the development of the Transportation Improvement Program (TIP) and RPC involvement in the Ten Year Plan process as well as related interagency consultation and air quality conformity analysis.</p>	<p>Task 201: State Ten Year Plan  Task 202: Land Use and Environmental Linkages  Task 203: Transportation Planners Collaborative  Task 204: Interagency Consultation  Task 205: Transportation Improvement Program  Task 206: Performance Based Planning  Task 207: Intelligent Transportation Systems  Task 208: Regional Master Plan  Task 209: Air Quality Conformity  Task 210: Long Range Transportation Plan  Task 211: Bike &amp; Pedestrian Planning</p>
<p><b>Category 300: Public Involvement</b></p>	
<p>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.</p>	<p>Task 301: Transportation Advisory Committee  Task 302: Planning Commission Meetings  Task 303: Public Participation Process  Task 304: Public Outreach  Task 305: Policy Committee</p>
<p><b>Category 400: Plan Support</b></p>	
<p>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.</p>	<p>Task 401: Traffic Count Program  Task 402: SADES Road Surface Management Systems  Task 403: Geographic Information Systems  Task 404: Demographics  Task 405: Equipment and Resources  Task 406: Travel Demand Modeling</p>
<p><b>Category 500: Technical Assistance</b></p>	
<p>Address transportation issues and concerns across all modes by providing direct transportation planning consultation and general technical assistance, project development assistance, and grant funding resources to communities, transit agencies, and NHDOT within the MPO study area in response to identified needs and requests.</p>	<p>Task 501: Local and Regional Assistance  Task 502: Statewide Assistance  Task 503: Local Project Administrations (LPA) Programs  Task 504: Special Projects  Task 505: Regional Coordinating Councils  Task 506: Transit and TDM Planning</p>

# Introduction

The UPWP Performance Report summarizes the progress that the Rockingham Planning Commission has made in implementing both the broad goals and specific tasks outlined in the FY 2016 - 2017 Unified Planning Work Program (UPWP) covering the MPO region. It is submitted in part to comply with 49 CFR 18.40 - Monitoring and Reporting Program Performance, and in part to provide communities, MPO Transportation Advisory Committee (TAC) and Policy Committee members, and the public a report of progress on projects and initiatives that the MPO has undertaken as part of the UPWP for the region. As part of the discussion, some remarks on work occurring both before and after the 2016-2017 UPWP are included to provide context or an assessment of completion timeframes for ongoing projects.

This report begins with a discussion of overall progress and the Planning Priorities of the UPWP. This is followed by summaries of the work that occurred under each of the five categories within the UPWP, as well as the various task areas and subtasks listed underneath each category as shown in **Figure 1**. The UPWP listed 164 different work products that were expected to be addressed in some manner during the two years, and eight other transportation related efforts that were funded by other sources. There is great variety in what each listed work product represents in terms of time and cost. In some cases, the identified task is simply an area to bill purchases of equipment and software (Task Area 405) and little or no staff time would be involved, while others, such as Task 506, which encompasses hundreds of hours and the multiple work efforts involved in RPC transit and Travel Demand Management (TDM) planning work over the course of the contract.

There were two budget adjustments during the timeframe of the UPWP resulting in a substantial change in resources for one Category (**Figure 2**). First, after the end of FY 16 an adjustment was made to ensure that all remaining funds were programmed and could be utilized during FY 17. This adjustment also accounted for an underestimation of the amount of time required to fulfill Public

**Figure 2: Original and Revised Budget Distributions**

	<u>Original Budget</u>		<u>Revision 1 (Aug, 2016)</u>		<u>Revision 2 (June, 2017)</u>	
	Funding	Hours	Funding	Hours	Funding	Hours
Category 100	\$157,297	2,040	\$155,974	1,960	\$151,476	1,907
Category 200	\$421,724	6,080	\$397,305	5,622	\$383,387	5,302
Category 300	\$65,829	960	\$87,109	1,242	\$105,883	1,499
Category 400	\$326,378	4,740	\$343,089	5,011	\$334,349	4,965
Category 500	\$203,328	2,840	\$191,079	2,566	\$199,461	2,695
<b>Total</b>	<b>\$1,174,556</b>	<b>16,660</b>	<b>\$1,174,556</b>	<b>16,400</b>	<b>\$1,174,556</b>	<b>16,392</b>

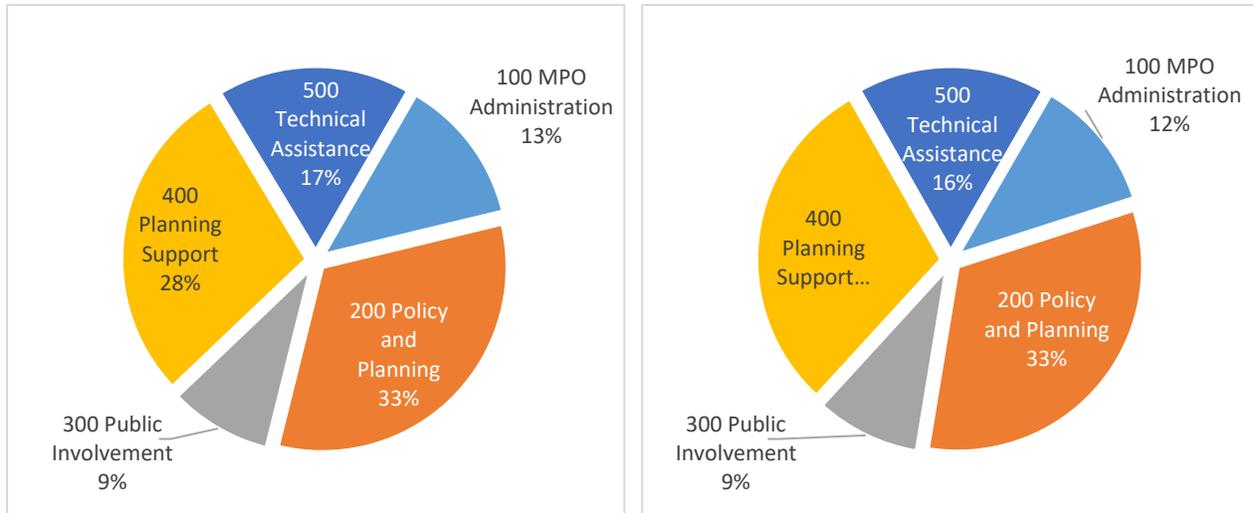


Figure 3: Distribution of hours (left) and funding (right) to each of the 5 UPWP Categories

Involvement tasks (Category 300) as well as adjusting for a separate transportation planning contract (SHRP2 Performance Based Planning Grant) that reduced the UPWP hours of some staff. A second budget redistribution was made near the end of FY 17 to address an expected overage in Category 100. This reallocated funds to that Category and away from other, areas. These changes had no effect on the overall budget of the UPWP, just the distribution of hours and funds between the five categories. **Figure 3** shows the distribution of hours and funds to each of the five UPWP Categories as of the last approved budget.

## Overall Progress

The Fiscal Year 2016 and 2017 UPWP was a two-year contract with the New Hampshire Department of Transportation and included some projects that started under previous work programs or will conclude under the 2018-2019 UPWP, as well as many that are part of the cooperative, continuing, and comprehensive (“3Cs”) transportation planning process. Over the course of the 24 months of the UPWP, the MPO spent approximately 16,400 hours undertaking 129 of the 164 identified work tasks and products (**Figure 4**) and approximately \$1.16 million including direct expenditures (consultant fees, equipment, and other costs) (**Figure 5**). This equates to working on approximately 79% of the tasks identified in the UPWP and, if the “not needed” projects (for example processing CMAQ applications because there was not CMAQ round) are removed from consideration, this

Figure 4: Status of UPWP Tasks

Status	Number of Tasks	% of Total
Completed	112	68%
In Progress	17	10%
Not Started	16	10%
Not Needed	19	12%
<b>Total</b>	<b>164</b>	

Figure 5: Overall Budget & Expenditures

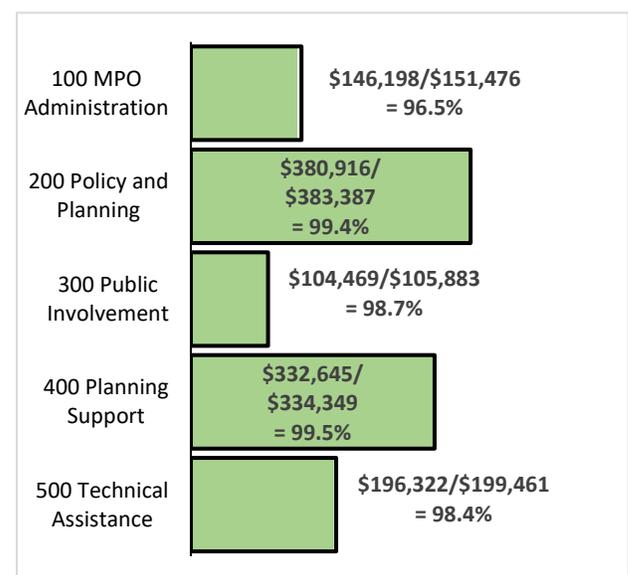
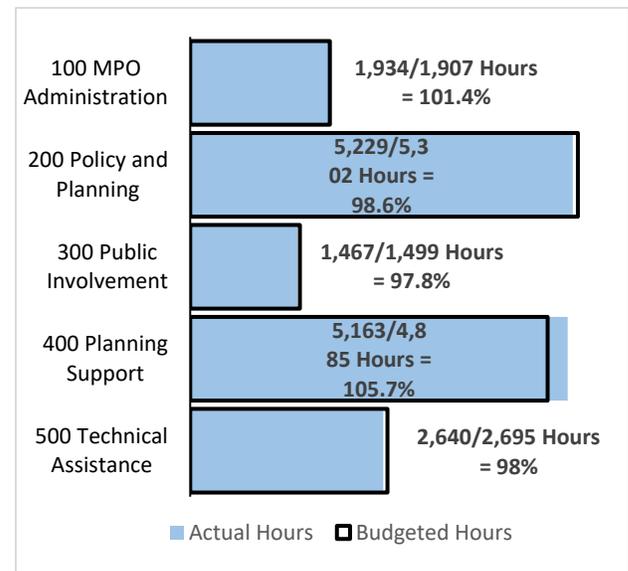
	Hours	Budget
Personnel	16,432.5	\$1,069,746
Non-Personnel		\$90,804
<b>Total Expenditures</b>		<b>1,160,550</b>
Budget	16,288	1,174,556
<b>Percent Utilized</b>	<b>101%</b>	<b>99%</b>

increases to 89% being addressed in some manner. In conducting this work, the MPO expended a greater than budgeted number of personnel hours (101%) while spending only 99% of the funds available for the two years. Some highlights of the work undertaken include the following:

- Substantial Progress on a full update to the Long Range Transportation Plan (Expected adoption October, 2017)
- 5 TIP Amendments and 24 administrative adjustments
- Updated unified statewide project prioritization process and project selection criteria for the State Ten Year Plan
- 1000 hours in support of 16 Transportation Advisory Committee and 10 MPO Policy Committee meetings.
- 600 Hours of Technical assistance 23 Technical Assistance Projects for MPO Communities and development impact review for 9 communities.
- 1500 hours in support of transit planning and technical assistance regional transit providers
- Continued Regional Vulnerability Analysis for storm surge and sea level rise
- 1200 hours of stream crossing data collection in 12 MPO communities.
- Over 5,000 Hours of mapping and data analysis work.
- 900 hours in support of regional bicycle and pedestrian planning
- 1400 Hours in natural resources coordination, livability, and climate change related work.

**Figure 6** compares the budgeted amounts of hours and funding to actual expenditures for each of the five categories of work. Overall MPO expenditures were in line with how the budget was distributed among the Categories, with all five spent within 5% of the budgeted amount and four spent within 2%. While this does reflect the budget redistributions that occurred, these types of changes during the work program are typical and useful aspects of the

**Figure 6: Compares the budget for each UPWP Category actual expenditures of hours (top) and funding (bottom)**



UPWP. This flexibility is purposeful and allows the MPO to easily address changes in the timeframes of planning efforts, new additions, and changes in priorities that occur over the two-year cycle.

## UPWP Planning Priorities

As part of the development of the UPWP, FHWA and FTA share a list of Planning Emphasis Areas that are developed from the FAST Act Planning Factors, current policy initiatives, and perceived MPO planning needs. This list is combined with the critical MPO projects to produce a list of Planning Priorities for the UPWP. Many of the Planning Priorities involve processes that are integrated into multiple tasks within the UPWP however, some are listed as explicit tasks to be accomplished. The Planning Priorities from the UPWP are listed below along with bulleted text indicating how they were addressed over the last two fiscal years or, in some cases, what the intent is to address them in the future.

### National Planning Emphasis Areas

1. ***Transition to Performance Based Planning and Programming.*** The UPWP should include appropriate work towards the development and implementation of a performance management approach to transportation planning and programming that supports the achievement of transportation system performance outcomes.
  - The MPO, working with FHWA, FTA, NHDOT, the other three NH MPOs, and other planning partners has begun the transition to a performance based planning process. While much of this work was accomplished via a SHRP2 program grant and not utilizing UPWP funding, the implementation of the processes and work products from that project will be implemented using funding from the 18-19 UPWP.
2. ***Models of Regional Planning Cooperation.*** The UPWP should promote cooperation and coordination across MPO boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning.
  - The small size of New Hampshire's four MPOs, and the fact that all are immediately adjacent to one another greatly promotes a regional approach to transportation planning in southern New Hampshire.
3. ***Ladders of Opportunity.*** The UPWP should include work efforts that promote access to essential services as part of the transportation planning process.
  - RPC Staff is heavily involved in efforts to provide transportation services to those without a motor vehicle or the ability to drive themselves. This includes working with the TASC volunteer driver program as well as the two Regional Coordinating Councils in the region to better manage demand responsive transit service.

### New Hampshire Planning Emphasis Areas

1. ***MAP-21 Compliance, Planning Performance Measures.*** The UPWP should include

appropriate work efforts to ensure that the MPO complies with the metropolitan planning and programming requirements of MAP-21 and the subsequent planning regulations developed by FHWA and FTA.

- With the exception of a performance based planning and programming system, the MPO was already in compliance with MAP-21 and FAST provisions prior to the start of the UPWP. During the FY 16 and FY 17 timeframe, the MPO made substantial progress implementing performance based planning through a SHRP2 program grant via the Strafford Regional Planning Commission that enabled all the NH MPOs to work together on implementing the federally required performance measures and metrics as well as a small set of supplemental measures.
2. **Urbanized Area Suballocation and Project Selection.** MAP-21 requires suballocation of resources and project selection authority for the Surface Transportation (STP) and Transportation Alternatives (TAP) Programs and the UPWP should include the collaborative efforts to ensure that these requirements are implemented.
    - As the RPC MPO is not eligible for suballocation of resources directly, this emphasis area does not apply this agency directly.
  3. **Congestion Management Process implementation.** The MPO Congestion Management Process (CMP) has been established and work elements should support the data collection and monitoring efforts necessary to implement an effective CMP.
    - The MPO established a Congestion Management Process in 2010 and current efforts are focused on integrating this process with the Performance Based Planning requirements established in MAP-21 and the FAST Act.
  4. **Freight Planning.** Identify resources and work elements necessary to develop a metropolitan freight plan that assesses the condition and performance of the region's critical freight network and identifies solutions to freight bottlenecks and other deficiencies.
    - Limited data availability creates challenges for freight planning at anything less than statewide in New Hampshire. It was anticipated that the State would begin development of the State Freight Plan during the FY16-17 UPWP and that the MPO would be involved in that process, and the work tasks in the UPWP were oriented towards that participation.
  5. **Fiscal Constraint and Financial Planning.** Continue to improve methods and practices to show fiscal constraint (by year) in planning documents, and for projecting finances available to the MPO.
    - The MPO continued to incorporate fiscal constraint analysis into TIP and Long Range Transportation Plan documents. No substantive changes to the process were initiated during the FY16-17 UPWP.
  6. **Metropolitan Travel Demand Model Maintenance.** Ensuring that the MPO is maintaining the function and capacity of the travel demand model and keeping it up-to-date and developing applications to utilize the model in transportation planning functions.

- The intention during the FY16-17 UPWP was to conduct a Household Travel Survey to update that aspect of the three New Hampshire MPO travel demand models. With that aspect of the models updated, further calibration and enhancements were intended. While NHDOT Planning Bureau committed to funding the Household Travel Survey, there has been no timeframe established to accomplish this work. Because the travel survey was not completed, model work was almost entirely limited to training new staff on the travel demand modelling process and on the use of the modeling software.
7. **Data Collection for HPMS and the CMP.** Continue to assist with the collection of Highway Performance Monitoring System (HPMS) data and implement the data collection necessary for the Congestion Management Process (CMP).
- The RPC continued to work with NHDOT on collecting traffic volume data for the HPMS. Work on the CMP has focused on understanding the data and capabilities of the National Performance Management Research Data Set (NRPMDs) of travel time data on National Highway System in the region
8. **Planning and Environmental Linkages.** Work with Federal and State planning partners to deploy innovative planning techniques that can shorten project delivery times and can integrate environmental analysis, project purpose and need, and preliminary alternatives analysis into corridor studies and the Long Range Transportation Plan.
- Substantial work has been performed by the MPO in addressing environmental issues that relate to the transportation system. Ongoing efforts are attempting to utilize projects and resources funded outside of the UPWP to identify and estimate the impacts of environmental changes on project scope and feasibility as well as improving the ability of the MPO to identify project impacts earlier in the planning process. Progress was made in the ongoing effort to integrate Planning and Environmental Linkages concepts and processes into the MPO Long Range Plan.
9. **Climate Change.** Ensure that the LRTP and other planning efforts address climate change impacts, identify transportation infrastructure vulnerabilities, as well as mitigation, and adaptation strategies.
- There are several projects ongoing funded by sources outside of the UPWP that are investigating the impacts of climate change, sea level rise, and coastal inundation on the communities in the RPC region. Staff has been utilizing these work efforts to address climate change mitigation and adaptation strategies as part of the currently ongoing LRTP update.
10. **Livability and Sustainability.** Integrate the livability principles of more transportation choices, equitable, affordable housing, enhanced economic competitiveness, support for existing communities, coordinated policies, leveraging investments, and valuing communities and neighborhoods into the transportation planning process.
- The recently completed Regional Master Plan has, at its core, a set of livability and sustainability principles that address transportation as well as housing, economic

opportunity, and resource management. The ongoing update of the LRTP carries these livability principles forward to form the framework of that planning document.

11. **Project Monitoring.** Take a more active role in tracking projects as they move from planning to implementation and support effective development of the MPO annual listing of obligated highway, bike/pedestrian, and transit projects.
  - The MPO has taken an active role in the development of individual projects such as the Sarah Long Bridge replacement, New Castle-Rye Bridge replacement, NH 125 improvements in Plaistow and Kingston, Newington-Dover Spaulding Turnpike improvements, and I-93 widening. Formally tracking all transportation projects as they move from planning to implementation has proved challenging to accomplish with little consistent progress made.
12. **Program Monitoring and Reporting.** Federal law and planning regulations require reports documenting the activities performed with FHWA planning and research funds.
  - The MPO submitted the UPWP Performance report for the FY14-15 Work Program on September 30, 2015. A mid-term UPWP progress review for the FY16-17 UPWP was conducted with NHDOT, FHWA, and FTA during July, 2016.

## Project Specific Progress

In total, the distribution of MPO work efforts was close to what was expected when the UPWP was developed and met many of the priorities for the region as identified in the UPWP document itself. The following pages detail the specific tasks and projects from each of the five UPWP Tasks and the sub-areas of work that occur within each. For each task area a table that details the overall effort utilized for each sub-area of work is included. For each sub-area, the general objective of the particular task is noted along with the level of effort, and is a detailed description of the various projects included and their current status. The symbols in **Figure 7** at right are included with each item described and can be utilized as a shortcut key to identify whether it is a standalone project, or part of an ongoing process. The effort type is combined with a status symbol that indicated essentially whether work has occurred on the item or not. These take the form of symbols for “No Work Done”, “In progress”, “Complete”, or “Not needed”. There are a number of work products in the UPWP that are labelled “if necessary”, and projects labelled with the “Not needed” symbol are simply those which circumstances dictated that the work was not necessary. For instance, there is a work product relating to CMAQ project application and evaluation and as there was no CMAQ round during the UPWP timeframe, this work product was not necessary. On the other hand, “No work done” indicates that although work on a project was necessary, it did not happen.

**Figure 7: Task Status Symbology**

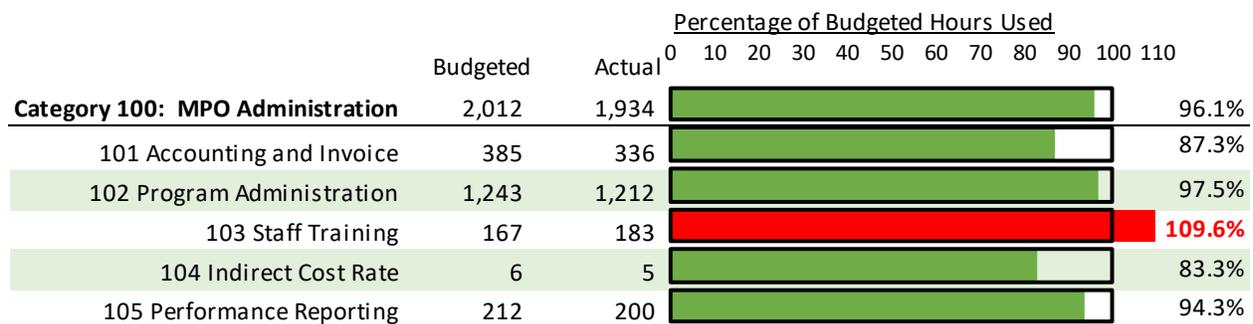
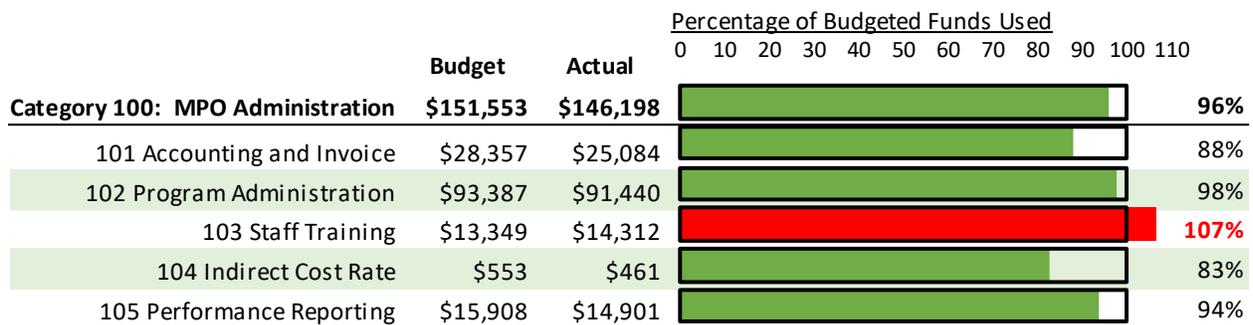
Symbol	Status
	No work done
	In progress
	Complete
	Not needed
	Ongoing Process
	Standalone Project

# Category 100: MPO Administration

The 100 Category of work includes the administrative component of the UPWP, performance reporting (completion of this document), as well as staff time spent at training and conferences. **Figure 8** shows that nearly all the resources dedicated to MPO Administration were expended over the last two years, with 96% of funding and budgeted hours utilized. Within the Category, more hours and funds were utilized than anticipated in the area of staff training, while all other tasks were under anticipated costs and hours. Most of the time and funding in this Category was spent on general program administration which accounted for about 60% of the time and funding, while the least amount of time and funds were spent on the indirect cost rate adjustment (<1%) as RPC has moved to a predetermined fixed indirect cost rate which simplifies the process and greatly reduces the staff time involved. While each task area and specific projects will be covered in greater detail over the following pages, highlights of work in the 100 Category include:

- Continued efficiency gains in the invoicing and accounting process
- Completion of the 2014-2015 UPWP Performance Report
- Development and adoption of the 2016-2017 UPWP

**Figure 8: Compares budget verses actual funds and hours for Category 100 and task areas. Red bars indicate greater hours/funds utilized than anticipated, Green lower or equal to budgeted amounts.**



## Task 101 Accounting and Invoices

### OBJECTIVE:

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

### ACCOMPLISHMENTS

-  • **Monthly Work Program Invoices:** Prepared and submitted invoices for work completed on a monthly basis.
-  • **Indirect Cost Rate Plan:** Under the guidance of the RPC agency auditor, staff prepared and submitted to NHDOT an indirect cost rate proposal effective at the beginning of the UPWP contract period. For FY16 and FY 17 the RPC continued to utilize a negotiated ICR instead of provisional rates based on previous year estimates which eliminates the need for end of period reconcillation.
-  • **Audits:** Prepared for and provided documentation for FY 2015 and FY 2016 Financial Audits, including OMB Uniform Audit Requirements (2 CFR §200,215,220, 225, and 240) records preparation, and assistance to auditors as needed.
-  • **Compliance with NH DOT Reporting Requirements:** The robust invoicing and time tracking system developed for the FY2012-2013 UPWP was continued with some modification to meet the need of the revised billing and invoicing policies and requirements requested by NHDOT. This work primarily involved revisions and restructuring of the monthly accounting process to adapt it to NHDOT reporting requirements, increase efficiency, and improve the consistency of invoicing and reporting. This also involved the continued development of new integration tools between the QuickBooks accounting system and an Access database. This work continues to be refined to better leverage this system for more accessible and effective tracking of work progress and expenditures, and more efficient billing and reporting of activities.
-  • **Invoicing System Maintenance:** Over the course of the UPWP contract, the invoicing system requires period adjustment to account for cost structure changes, additional work tasks, or to address problems with the system itself.

## Task 102 MPO Administration

### OBJECTIVE:

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

## **ACCOMPLISHMENTS**

RPC staff completed the following administrative tasks during the course of the FY 2016 and FY 2017 UPWP:

- 
 • **Timesheet Completion:** Employees completed timesheets for each pay period in the UPWP.
- 
 • **Monthly Work Program Reports:** Staff reported the activities of MPO staff on a monthly basis during the Fiscal Year and submitted the reports to NH DOT with requests for reimbursement.
- 
 • **UPWP Amendments:** Amendments were made to the UPWP to redistribute funding at the end of FY 16 and again near the end of FY17. The end of FY16 UPWP budget revisions redistributed funds from the first fiscal year of the contract to the second to account for actual expenditures and expected FY17 work as well as a greater than expected level of effort required for the MPO website redesign and update. This adjustment also accounted for the delays in getting a notice to proceed on the SHRP2 Performance Based Planning grant that moved all of the work for that contract into FY17. A second budget adjustment was made near the end of FY17 to shift funding between UPWP categories to bring budgets in line with higher than anticipated activities in Categories 300 (+22%) and 500 (+5%) with the other categories decreasing to accommodate those changes.
- 
 • **Development of the FY 2018 and FY 2019 UPWP:** Considerable time was spent in the development of the UPWP for FY18 and FY 19 to update the content of the document, meet more extensive requirements from NH DOT and FHWA, as well as continuing to address changes brought about by MAP-21, the FAST Act, and the updated Metropolitan Planning rules. Much of the time was spent ensuring that all anticipated tasks were included and placed in the appropriate categories of work with adequate detail regarding scope. Budgeting was completed to an individual staff member level and aggregated back to the Category level for the UPWP. Lengthy budget and content discussions with NHDOT and the other New Hampshire MPOs doubled the time spent on the development of the UPWP compared to what was initially budgeted.
- 
 • **Disadvantaged Business Enterprise (DBE) Program:** The MPO has adopted a Disadvantaged Business Enterprise (DBE) Policy Statement that confirms the MPO Policy of Non-Discrimination in federal contracting, and identifies steps to ensure equal opportunity for DBEs to participate in MPO contract opportunities. Based on recommendation by FHWA and FTA, the MPO has adopted by reference NHDOT's DBE Contracting Goal. For FY2017-FY2019 this proposed goal is that 1.65% of Federally-assisted contracting will be with certified DBEs.
- 
 • **RPC Internal Procurement Guidelines:** No progress was made in the development of internal procurement guidelines and the RPC continues to utilize State and Federal guidance.
- 
 • **Amendments to the MPO Prospectus:** Staff worked with COAST, CART, NHDOT and other MPOs on updates to the Memorandum of Understanding among the various agencies outlining respective responsibilities under the Federal 3Cs planning process.

- 
 • **Interagency MOU:** The RPC participated in the development of, revisions to, and approval of several interagency agreements. This included the drafting of a Memorandum of Understanding (MOU) between all of the New Hampshire MPOs and NHDOT, as well as individual agreements dealing with the differences between urbanized area boundaries as defined by the US Census, and regional planning boundaries. In addition, agreements between MPOs and regional transit providers were also created and approved by the MPO. The majority of this effort occurred during the FY14-15 UPWP, however the documents were finalized in the early part of this contract.
- 
 • **Statewide and Metropolitan Planning Rules:** The US Department of Transportation released final Statewide and Metropolitan planning rules in May, 2016 that were reviewed by MPO staff for changes from the previous set of rules adopted in 2007, as well as compared to the draft rules that had been released in June, 2014.
- 
 • **Day-to-day Administration:** Much of the work that occurs under Task 102 is ongoing, as it is concerned with the day to day administrative operations of the RPC and as such requires monthly reporting and weekly tracking of expenditures and revenues.
- 
 • **UPWP Monitoring and Tracking Dashboard:** Staff continues to develop tools to improve tracking of UPWP efforts over time and ensure that the current status of expenditures is monitored.

## Task 103 Staff Training

### OBJECTIVE:

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

### ACCOMPLISHMENTS

- 
 • **Participate in Workshops and Webinars:** RPC Staff participated in the following seminars, conferences, workshops, and webinars:
  - TransCAD Travel Demand Model training with Caliper
  - FHWA sponsored Safety Target Setting Coordination and Training Workshop
  - New England Bike/Walk Summit
  - NH Bicycle and Pedstrian Conference
  - NH Climate Change Summit for information related to sealevel rise impact on road and culvert infrastructure.
  - NH Water and Watershed Conference for updates on impacts of water resources and climate change as related to transportation and land use.
  - NHI Course #138004 Overview of MAP-21 Transportation Performance Management
  - PlanNH conference on planning for aging communities

- Presentation of State Historic resources plan
- NNECAPA training on form based zoning and integration with complete streets policies.
- Northeast Arc Users Conference (NEARC)
- NHI Prerequisite - Basics of Transportation Planning online course
- "Integrating Safety into all projects" webinar by FHWA
- Synchro Training at NRPC
- TRB webinar regarding Data Driven Safety Analysis
- Webinar about stormwater infrastructure and impact of climate change on municipal facilities, including roads.
- Webinar on bike/ped counting technology and best practices.
- Webinar on Miovision traffic counting technology.
- NHI Metropolitan planning training
- Webinar on Fostering Livability on Commercial Highways and Arterial Streets
- Webinars on RITIS and National Performance Management Research Data Set (NPMRDS)
- Webinar on Strava Metro activity data

-  • **Attend AMPO, TRB or other national transportation related conference:** Staff did not attend any national transportation related conference during FY 16 or FY 17.
-  • **Staff training on Regional Travel Demand Model and Modeling:** Staff attended a weeklong training session from Caliper Corporation regarding the use of TransCAD for travel demand modeling.
-  • **Staff training on transportation analysis software:** Participated in a training session on the use of Trafficware's Synchro, SimTraffic, TripGen, and 3DViewer software packages to facilitate capacity analysis and signalization studies in the region.

## Task 104 Indirect Cost Rate Adjustment

### OBJECTIVE:

To set aside a portion of MPO resources to account for any potential adjustment of the provisional Indirect Cost Rate from a previous fiscal year that would require reimbursement from NH DOT for underpayment.

### ACCOMPLISHMENTS

-  • Beginning with the 2014-2015 UPWP, the RPC switched to a negotiated Indirect Cost Rate which means that no adjustment at the end of the rate period will be required and so work was conducted in Task 104.

## Task 105 Performance Reporting

### **OBJECTIVE:**

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

### **ACCOMPLISHMENTS**

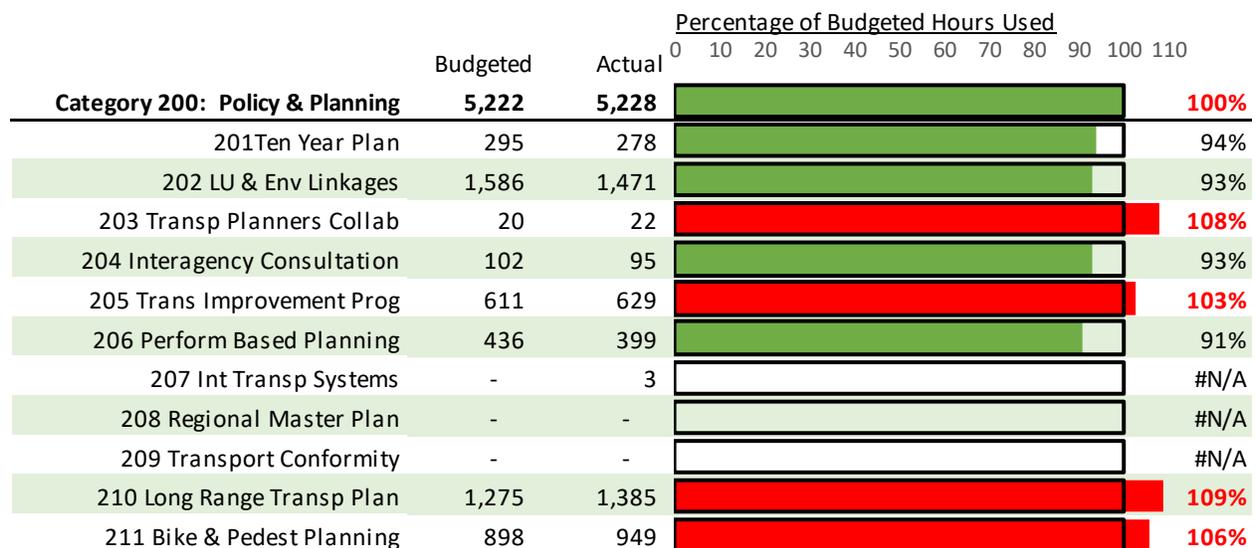
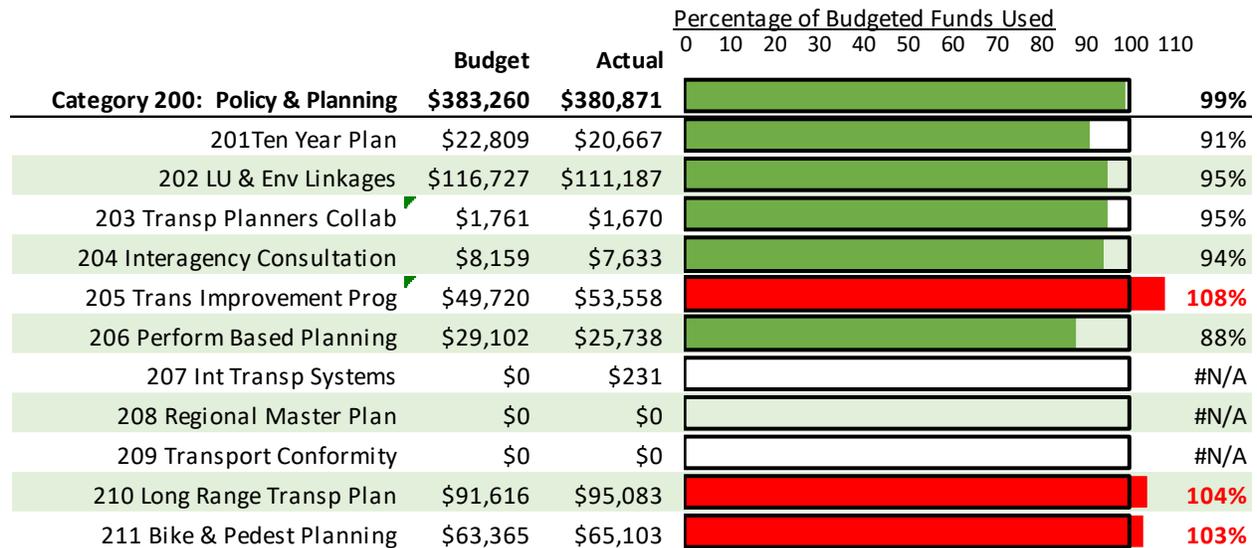
RPC staff completed the following administrative tasks during the course of the FY 2016 and FY 2017 UPWP:

-  • **UPWP Performance Tracking:** The financial tracking system was set up to monitor the elements of the 2016-2017 UPWP and to facilitate billing and reporting. A spreadsheet dashboard was developed utilizing the financial tracking system to help monitor day-to-day UPWP expenditures, ensure consistency with budgets, as well as provide insight to any anticipated budget adjustments.
-  • **UPWP FY 14 and FY 15 Performance Report:** As per the requirements of 23 CFR 420.117, the Performance Report for the UPWP was completed and submitted to NHDOT, FHWA, and FTA within 90 days (September 30, 2015) and included an assessment of the work products completed, in progress, and those not undertaken. Staff timesheet notes were reviewed and aggregated to assess project status, accomplishments and identify individual work efforts. The report evaluated both the overall effort in terms of staff effort (15,500 hours of work) and cost, as well as detailed descriptions and status of the 164 individual work products and projects.
-  • **UPWP FY16 and FY17 Performance Report:** The UPWP was reviewed in preparation for development of the year end performance report. Timesheet and work program report data were aggregated to assess accomplishments and on-going activities and all participating staff summarized work efforts on UPWP tasks and projects during FY 2016 and 2017.
-  • **Mid-term UPWP Review:** RPC staff prepared materials for and met with NHDOT, FHWA, and FTA in August, 2016, near the mid-point of the UPWP contract, to discuss progress to date, address necessary changes to the UPWP, and prepare for the remaining efforts of the second fiscal year of the contract.
-  • **FHWA Planning Review:** A review of the MPO planning process is conducted every four years by FHWA and FTA and during the development of the UPWP it was expected that this would occur sometime during FY 17 as the last one was conducted in 2013. This review was delayed however as the designation of the Nashua MPO as a TMA required that they undergo a certification review during FY 17, pushing the RPC review off one year. This review is expected to occur during FY 18.

# Category 200: Policy and Planning

This category includes work on the development of the MPO Long Range Transportation Plan (LRTP), the Transportation Improvement Program, Performance Based Planning initiatives, the Congestion Management Process, Intelligent Transportation Systems, as well as other planning and policy efforts. At the time of UPWP adoption, it was expected that about 6100 hours would be spent on tasks within this category. The receipt of some Strategic Highway Research Program Round 2 (SHRP2) grant funding to facilitate the implementation of performance based planning allowed the shifting of some resources to other task areas and reduced those committed to this category. Based on the revised budget distribution, work efforts in this area (**Figure 9**) were almost exactly as anticipated both in terms of funds (99% utilized) and hours (100% utilized) reflecting the

**Figure 9: Compares Budget vs Actual funds and hours for Category 200 and subtasks. Red bars indicate greater hours/funds utilized than anticipated, Green lower or equal to budgeted amounts.**



substantial amount of work that was accomplished in this area. This Category contains a wide variety of transportation plans and planning work for the MPO and, aside from those areas where no work had been anticipated (ITS, Regional Master Plan, & Transportation Conformity), over 5,200 hours of staff time were invested. Task 205 Transportation Improvement Program was over budget in both time and funding reflecting the greater than anticipated effort to develop a TIP project database and time processing TIP amendments and minor revisions. The time spent on the TIP was nearly three times the amount of time spent in the 2014-2015 UPWP. More time and resources were spent on 211 Bicycle and Pedestrian Planning also, reflecting the focus on the development of the East Coast Greenway, and the efforts to purchase the Hampton Branch right-of-way. One of the primary goals of this UPWP was to complete the update to the Long Range Transportation Plan and nearly 1400 hours were spent pursuing that goal. While the completion of a full update was not accomplished the extensive time commitment to the project has the MPO in a position to adopt the document in October, 2017. Other highlights of work performed include:

- Revised set of project selection criteria for the State Ten Year Plan
  - Stream Crossing data collected in 12 Communities
  - Final Report of the Coastal Risks and Hazards Commission
  - MPO TIP Project Database
  - Processing of 5 TIP Amendments
  - Processing of 24 TIP Administrative Adjustments
  - Assessment of sea level rise and stormwater inundation on transportation infrastructure
- Over 800 hours of regional bicycle and pedestrian planning on projects such as the East Coast Greenway.

## Task 201 State Ten Year Plan

### OBJECTIVE:

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

### ACCOMPLISHMENTS

-  • **Ten Year Plan Project Selection Criteria Development:** MPO Staff participated extensively in the development and refinement of project selection criteria to be used in the development of the 2019-2028 State Ten Year Plan.
-  • **2017-2026 State Ten Year Plan Process:** The first few months of the 2016-2017 UPWP saw the conclusion to the development of the 2015-2024 State Ten Year Plan. In August, 2015, staff met with NHDOT to discuss priorities for the Ten Year Plan based on projects submitted by the RPC earlier in the year. A draft Ten Year Plan was produced in September, 2015 and staff reviewed that in preparation for GACIT hearings occurring in September and October. Staff met

with both NHDOT and Executive Councilor Sununu to discuss the contents of the draft and make preparations for upcoming GACIT hearings. Staff attended GACIT hearings in Hampton, Kingston, and Londonderry, and presented the process that the region utilized to solicit and prioritize projects, as well as comments on the project content and stated and implied policies of the draft Ten Year Plan. In November, 2015, a final set of comments on the draft 2017-2026 Ten Year Plan were submitted to NHDOT.



- **2019-2028 State Ten Year Plan Process:** A list of projects was put forward as RPC priorities for the State 10 Year Plan based on projects in the Long Range Plan, the TIP, and community input. MPO member communities were solicited for projects in December, 2016. Project proposals were collected and analyzed and an initial listing of projects presented to the TAC in March and the Policy Committee in April of 2017. These projects were ranked utilizing the statewide project selection criteria established for this round of the Ten Year Plan with weightings developed by the RPC TAC. This provided a short list of projects that fit within the budget “targets” that had been provided to each region by NHDOT with the intent of programming projects around the state based on population and lane miles of roadway. Once the TAC and Policy had approved the ranking, the short list of projects submitted to NHDOT at the beginning of May, 2017.



- **Prioritized Projects Listings:** In December, 2016 the RPC solicited transportation projects from communities and transportation agencies with any new projects or updates on existing projects due by the end of February, 2017. During March, 2017, RPC staff worked to understand and augment information regarding each of the 169 identified projects, and developed a prioritized list based on the common project selection criteria established for the Ten Year Plan. The long list of projects was first reviewed for those that might not be feasible or eligible for federal funding. In addition, projects that seemed best suited to statewide programs such as bridge and highway maintenance and preservation programs, were removed from the list of projects for the Ten Year Plan. This left a list of 46 projects that met feasibility and eligibility requirements and the project selection criteria were applied to this to create a ranked priority list. The budget target provided by NHDOT was applied to the prioritized list and it was determined that the top two projects could be funded within the constraints however the entire list of 46 projects was forwarded to NHDOT. The draft list was reviewed and endorsed by the MPO TAC Committee in late March, 2017 and approved by the MPO Policy Committee in April, 2017. In early May, 2017 the list of projects was submitted to NHDOT for consideration as part of the draft Ten Year Plan.



- **GACIT Hearings:** Staff attended GACIT hearings in Hampton, Kingston, and Londonderry as a component of the 2017-2026 Ten Year Plan development process. As part of these hearings, RPC staff presented information regarding the regional project solicitation and prioritization process as well as provided substantive comments regarding the content and policies of the Ten Year Plan.

## Task 202 Land Use and Sustainability

### **OBJECTIVE:**

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

### **ACCOMPLISHMENTS:**



- ***Southeast Watershed Alliance (SWA):*** Staff attended quarterly SWA meetings and provided technical assistance to the Board of Directors on issues relating to stormwater management, non-point source pollution and water quality. Staff worked with the UNH Stormwater Center to update the SWA Model Stormwater Standards document to incorporate standards relating to using new extreme precipitation atlases for infrastructure sizing and design, inspection and enforcement, refined criteria for submission of stormwater management plans, and a glossary. Staff presented the SWA Model Standards to a number of municipalities in the region, the SWA membership at quarterly meetings, and at public informational workshops. The updated SWA Model Stormwater Standards should be completed and submitted to SWA by December 2017.



• ***Planning and Environmental Linkages (PEL):*** The MPO has begun the process of integrating the various aspects of PEL into the Long Range Transportation Plan. The current update expands the information included in the LRTP regarding the environmental impacts of transportation project proposals including the introduction of climate change, resiliency, and adaptation concepts to the document. Consultation with appropriate Federal and State agencies occurred during the development of the LRTP, however these efforts fall short of what is required to consider the LRTP as a fully PEL compliant document suitable for use as a preliminary EIS for projects in the region. The intent is that the LRTP evolve into a PEL compliant document over several update cycles.



- ***HSEM Hazard Mitigation Planning:*** Reviewed portions of North Hampton Hazard Mitigation Plan for impact of planning efforts on road infrastructure and land use. Updated plan incorporated aspects of sealevel rise and storm surge on roads in North Hampton. These roads primarily included state roads used for emergency evacuation routes (such as Route 1A, Route 111 and Mill Road).



- ***Coastal Adaptation Workgroup (CAW):*** Staff attended monthly CAW meetings and Outreach Team meetings in support of the following activities: plan and attend workshop series; plan and attend annual Climate Summit; evaluate examples of climate adaptation strategies and vulnerability assessments of critical infrastructure; planning for the 2018 Local Solutions - Northeast Climate Preparedness Conference (participating as presenter, moderator, planning committee); attend 2016 meeting of the NH-Maine Climate Adaptation Exchange with to share information and activities with climate adaptation practitioners; research and post technical resources to CAW Basecamp website; prepare for and attend CAW 2016 strategic planning

retreat; presentation on climate adaptation at RPC Commissioners meetings. Participation in CAW will continue in the FY17-18 UPWP.



- **Salt Education Program:** No Activity occurred within this program during the UPWP.



- **Climate Change and Adaptation:** The following activities were completed supporting adaptation planning for of public and private infrastructure (roads, culverts, stormwater infrastructure, utilities, buildings) in response to climate change: attended 2016 and 2017 NH Climate Summits; attended 2015 workshop for Regional Conservation Partners held by the Highstead Foundation; attended 2015 and 2016 NNECAPA annual conferences; prepared and gave presentations for the RPC 2016 Brown Bag Lunch series for regional planners; attended the 2016 “Walkable City - Portsmouth” presentation by Jeff Speck; attended 2016 NEFA/EPA Municipal Stormwater Funding Forum at UNH; presented Tides to Storms Vulnerability Assessment at EPSCOR 2016 science workshop; attended 2016 Local Solutions Climate Conference, Baltimore, MD; .



- **Climate Change Impacts on Infrastructure:** Staff participated in meetings to develop proposals, presentations and workshops focused on the impacts of climate change on infrastructure: presented data and maps from the Tides to Storms vulnerability assessment at the NHOEP 2016 Planning & Zoning Conference and at a NH Office of Emergency Management Workshop. Staff prepared final reports for the Climate Risk in the Seacoast (C-RiSe) vulnerability assessment and present them at meetings with officials, staff and boards/commissions in the Great Bay towns of Exeter, Newfields, Stratham, Greenland and Newington.
  - Presented stream crossing data and program to Southeast Land Trust to better incorporate impacts of stream crossings into land conservation efforts.



- **Research, Outreach and Education:** Staff provided informational materials and gave presentations to municipalities in the region about stormwater management issues including regulations and site design strategies, stormwater best management practices, costs of maintenance and upgrades, mechanisms to fund drainage infrastructure improvements, strategies to reduce runoff generated from parking lots and roadways, nonpoint source pollution, water quality, and environmental impacts of pollution. Staff presented data and recommendations from the Tides to Storms and Climate Risk in the Seacoast (C-RiSe) vulnerability assessment to municipalities in the region and at Commissioners meetings.



- **Seacoast Inundation Mapping:** MPO staff processed newly available LiDAR mapping for the coastal region to create high resolution topographic maps onto which flooding and inundation scenarios will be overlain. UPWP funds were provided to UNH/CSRC on two occasions to acquire enhanced map products for this work: LiDAR processed 2 foot contour map coverage for the RPC region, and map coverages for coastal communities depicting 100 year coastal storm flood levels, including surge and a range of three sea level rise scenarios. In the current UPWP, this information will be combined with transportation and other infrastructure mapping to help assess vulnerability to coastal flooding hazards. Reviewed data collected after tropical

storm Sandy to evaluate impacts within our region from storm. Staff level discussion on types of infrastructure impacts that will be included in analysis of flood mapping. Creation and QA/QC of regional 2 foot contours from high resolution elevation data (LiDAR).

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 • ***MS4 Requirements Assistance: Participated in regional planning commission meetings to better coordinate MS4 Stormwater Permit technical assistance and mapping of road infrastructure subject to the permit.*** Attended EPA presentation of revised draft MS4 Permit for NH and follow up with Southeast Watershed Alliance staff developed two grant proposals for a municipal MS4 technical assistance program.. Staff continued regional and cross-border (MA) coordination efforts to prepare a 604(b) grant proposal to NHDES to support development of maps, data and a collaborative working group to better understand pollution sources and water quality impairments in the Powwow River Watershed. The grant was awarded in early 2017.. Staff coordinated with 3 other RPC's, NHDES and EPA Region 1 to provide a series of workshops and webinars on MS4 permit topics (e.g. IDDE, inter-municipal cooperation) which will be delivered by EPA staff
- 
 • ***Tides to Storms:*** RPC completed the Tides to Storms vulnerability assessment project in September 2015. Reports and maps are available on our website at <http://www.rpc-nh.org/regional-community-planning/climate-change/resources>.
- 
 • ***NH Coastal Risks and Hazards Commission.*** Staff provided research and technical support to the Commission, coordinated and facilitated the Science and Technical Advisory Panel; assisted in edited the STAP report. Staff attended and chaired Commission and Steering Committee meetings, attended coastal and state agency working groups regarding recommendations and reviewed and edited draft report regarding sea level rise impacts on infrastructure and recommended responses. Reviewed Federal Flood Risk Management Executive Order (FFRMS) and drafted response on behalf of the Commission. Made multiple presentations to groups and at conferences on status of the CRHC, assumed future flood conditions (scenarios) and its initial recommendations regarding infrastructure planning. The Commission concluded its work in December 2016. The Commission's final reports are available at <http://www.nhcaw.org/explore/resource-library/>.

## Task 203 Transportation Planners Collaborative

### **OBJECTIVE:**

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

### **ACCOMPLISHMENTS:**

- 
 • ***Transportation Planning Collaborative:*** Participated in Transportation Planners Collaborative meetings in October and December, 2016 as well as April, 2017. RPC staff was involved in the review of the 2017-2026 Ten Year Plan process recommended improvements for the next iteration. Specifically improving overall guidance and project selection process,

promoting consistency in project development & data, and recommending RPC based weightings for the selection criteria. Also provided input to the Performance Based Planning (SHRP2) group progress update and the role of performance measures in the Ten Year Plan and TIP.

## Task 204 Interagency Consultation

### **OBJECTIVE:**

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

### **ACCOMPLISHMENTS:**



- ***Interagency Consultation Process:*** Participated in 22 interagency conference calls and meetings discussing amendments and minor revisions to the Transportation Improvement Program as well as other inter-agency coordination issues.

## Task 205 Transportation Improvement Program

### **OBJECTIVE:**

To maintain the 2015-2018 Transportation Improvement Program and approve the 2017-2020 Transportation Improvement Program.

### **ACCOMPLISHMENTS**



- ***2017-2020 Transportation Improvement Program (TIP):*** The [2017-2020 TIP](#) was approved by the MPO on December 14<sup>th</sup>, 2016. The document establishes the projects proposed for implementation over the next four years and is based on the adopted State Ten Year Plan and NHDOT estimates on project timeframes. The approval of the TIP included the prioritization of projects, the development of financial constraint estimates, and complimentary amendments to the Long Range Transportation Plan list of projects to maintain consistency between the two documents. A 30 day comment period for the TIP began on November 14<sup>th</sup>, 2016 and concluded on December 13<sup>th</sup>, 2016 and was followed by a public hearing on December 14<sup>th</sup>, 2016 at the MPO Policy Committee meeting.



- ***TIP Amendments:*** Processed [Amendments](#) 1,2, and 3 to the FY2015-FY2018 TIP and Amendments 1 and 2 to the 2017-2020 TIP. This included the publication of the 10-15 day public comment period for each, review and analysis of each proposed amendment. Each time, the amendment was presented to the TAC for a recommendation and to the Policy Committee for a public hearing and approval. Upon approval, an amendment approval letter was drafted and sent to appropriate State and Federal agencies and other interested parties.

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 • **TIP Administrative Adjustments:** Processed [TIP Administrative Adjustments](#) during most months of Fiscal Years 2016 and 2017. Twenty-two Administrative Adjustments were processed during the two fiscal years and this entailed analysis and summarization of the changes, and notification of TAC and Policy committee members of the changes via email. Any comments received were addressed, the Executive Director signed off on the changes, and the approval of the change was forwarded to NH DOT.
- **TIP Project Database:** A database to track changes to projects in the TIP was developed utilizing exports from the State ProMIS project database. The MS Excel based TIP Amendment and Administrative Adjustment exports from the state are imported into an MS Access Database where they are processed into an amendment summary listing the types of changes occurring to each project, as well as a full amendment report that compares the existing approved project to the proposed change. This database has better enabled tracking of project changes by the MPO and enables maintenance of the project history allowing the MPO to look at the changes over time. The intent is to expand this database to incorporate all projects in the MPO region for tracking purposes.
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 • **Cooperative Revenue Forecasting:** The MPO continues to work with NH DOT, Federal Highways, and the other NH MPOs to develop cooperative revenue forecasting methods that will provide the MPOs with acceptable regional budget targets for the Ten Year Plan and enable the MPO to meet the spirit of the fiscal constraint requirements established by FHWA. For several Ten Year Plan cycles, NHDOT has provided MPOs and RPCs with a target budget for capital highway project expenditures based on consideration of population and lane miles of roadway. The RPC has utilized these targets to provide financial constraint to both our prioritized list of projects proposed for the State Ten Year Plan as well as general guidance to restrict the Long Range Transportation Plan to the estimated resources available to the region.

## Task 206 Performance Based Planning

### **OBJECTIVE:**

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

### **ACCOMPLISHMENTS:**

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 • **Performance Measures and Targets Development Process:** The MPO worked with the other New Hampshire MPOs, NHDOT, FHWA, FTA, and other planning partners around the state to evaluate potential performance measures to be used in addition to those required by MAP-21 and the FAST Act. This process was partially funded through a separate grant as part of the Strategic Highway Research Program, Round 2 (SHRP2), and resulted in the development of seven supplemental performance measures to be used by the MPO. More importantly, the

SHRP2 grant also aided in the creation of a methodology for researching, evaluating, and understanding performance metrics and their utility in the MPO planning process that can be applied to any new measures under consideration. The MPO also began implementing automated performance measure calculation using Python scripting where feasible.

-  • **Performance Measures and Targets:** The MPO began the implementation of the MAP-21 and FAST Act required performance measures during the 2016-2017 UPWP. In addition to the extensive work conducted through the SHRP2 Grant, the MPO worked with the other MPOs, NHDOT, FHWA, NH Department of Safety, the National Highway Safety Administration (NHTSA) on the process of determining targets for the mandated safety measures that must be implemented by NHDOT and each MPO. The targets will be set by the MPO during the fall/winter of 2017/2018 to be in place for the February deadline.
-  • **Transit Asset Management Performance Measures:** The final rule on Transit Asset Management (TAM) (49 CFR Part 625) requires transit agencies to set targets for transit asset State of Good Repair (SGR) s by January 1st, 2017 and for MPOs to set regional targets 180 days after that. The intent of the regional target setting is to assess region-wide attainment of transit SGR performance and better determine how funding decisions support regional targets. These targets cover four broad areas of asset categories: Equipment, Rolling Stock, Infrastructure, and Facilities. The RPC region includes no relevant transit infrastructure as defined in the TAM rule and therefore must only set targets for equipment, rolling stock, and facilities. Regional TAM SGR targets were set for the MPO in conjunction with those established by COAST, CART, and UNH WildCat Transit and were based around the condition of these agencies fleets and any anticipated replacement vehicles that may be procured. This effort was coordinated with Strafford Regional Planning Commission (SRPC) for the COAST and UNH WildCat Transit service areas and with Southern New Hampshire Regional Planning Commission (SNHRPC) for the CART service region. Targets were set by aggregating the existing asset inventory of rolling stock, equipment, and facilities from the three transit providers in the region (CART, COAST, and UNH Wildcat Transit) to develop a baseline regional inventory and understanding of what percentage of those assets are at or beyond their useful life as defined by the Federal Transit Administration (FTA). Expected replacements or additions to any of the existing inventory over the next year were then incorporated into the analysis to provide the FY 2018 Target. Full details of this analysis are included in the Initial Transit Asset Management Targets & Methodology report available on the MPO website.
-  • **Congestion Management Process (CMP):** A Congestion Management Process was completed and approved by the MPO in October 2010. The focus during the 2016-2017 UPWP continued to be on data collection via an enhanced traffic counting program. Staff also expanded efforts to utilize the NPMRDS travel time data made available by FHWA for many of the roads included in the CMP and RPC GIS staff is in the process of learning how to analyze and map that information for presentation to communities. As part of that effort, a database was created to better store and optimize the use of this data. Additionally, we have been investigating and using analytical tools provided by the newest NPMRDS contractor.
-  • **Travel Time Studies:** No additional travel time studies were undertaken during the UPWP as the focus was on utilizing the NPMRDS information to track CMP corridor travel time changes.

-  • **CMP Corridor Committees and Reports:** While the MPO has been able to expand the data collection and analysis related to the congestion management, the implementation of the corridor based committees and reports has not been undertaken to date. Corridor committees are planned for US 1, NH 125, NH 33/108, and NH 111 and MPO staff needs to determine how the CMP will integrate into the larger Performance Based Planning approach prior to implementing corridor committees.
-  • **Annual List of Obligated Projects:** Researched project status and discussed project implementation with NH DOT as part of developing the Annual List of Obligated Projects for 2015 and 2016. The lists was completed in December of each year and showed the projects in the region that FHWA committed to providing funding for during each of those fiscal years. The list was published in two regional newspapers and a report for each was distributed to the TAC and Policy Committees and can currently be found on the RPC website. The map of projects was updated and converted into a more long term database for use in the GIS.

## Task 207 Intelligent Transportation Systems Architecture

### OBJECTIVE:

Maintain the regional Intelligent Transportation Systems (ITS) Architecture and strategic plan developed in cooperation with the Strafford Regional Planning Commission.

### ACCOMPLISHMENTS:

-  • **Updated ITS Architecture & Strategic Plan:** Working again with SRPC and the IBI Consulting group, the ITS Architecture and Strategic Plan was updated in June, 2012 and minimal work has been conducted since that time. The work in 2012 expanded the existing federally-compliant ITS Architecture for the Strafford and Rockingham Planning Commissions based on version 7.0 of the National ITS Architecture, and updated regional needs and priorities. In addition, the ITS Strategic Plan was updated to reflect a prioritized, project-based deployment strategy for phased implementation of ITS projects in the region.
-  • **Incident Management Systems:** Staff participated in a minor update to the Newington-Dover Incident Management System and had discussions about incident management planning with the Southern Maine Planning and Development Commission. The MPO continues to monitor and participate in the I-95 Corridor Coalition, SMPDC (KACTS) IMS and Newington-Dover IMS as needed.

## TASK 208 Regional Master Plan – Transportation Components

### OBJECTIVE:

To complete work related to the development of the Transportation Chapter and other related aspects of the Regional Master Plan. This document was recently updated and minimal work is anticipated during the 2016-17 UPWP for updates.

### ACCOMPLISHMENTS:

-  • **Updated Transportation Chapter of the Regional Master Plan:** An update to the Transportation Chapter of the Regional Master Plan was completed in December, 2014 and no additional work on the document was necessary during the FY16-17 UPWP.
-  • **Update Scenario Planning Chapter of the Regional Master Plan:** The Scenario Planning chapter of the Regional Master Plan was updated and finalized in December, 2014 and no additional work was necessary during the FY16-17 UPWP.
-  • **Updates to transportation related Regional Master Plan Chapters:** The Regional Master Plan update was completed in December, 2014 and no additional work has been necessary.

## TASK 209 Air Quality Conformity

### OBJECTIVE:

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

### ACCOMPLISHMENTS:

-  • **Air Quality Conformity Analysis:** As the region is currently considered an attainment area, no Air Quality Conformity analysis and determinations are required for transportation projects to move forward and so MPO efforts in this area have been minimal and largely limited to discussions occurring during interagency consultation calls.

## Task 210 Long Range Transportation Plan

### OBJECTIVE:

To develop and maintain the Rockingham MPO Transportation Plan and related policies in a manner that are consistent with the requirements of 23 CFR Part 450, Subpart C.

### ACCOMPLISHMENTS:

-  • **2040 Long Range Transportation Plan(LRTP):** A full revision of the [MPO Long Range Transportation Plan](#) is in progress with adoption anticipated in October, 2017. This update primarily focused on updating the project timeframes and addressing new fiscal constraint assumptions. Some additional aspects of the LRTP were worked on throughout the course of the UPWP:
-  • **Population and Employment Projections:** Updated population projects developed by the NH Association of RPCs in conjunction with NH Office of Energy and Planning were incorporated into the Plan as were employment projections developed by the NH Department Of Employment Security.
-  • **Data Updates:** As part of the LRTP update information was made current (2016-2017) regarding the “existing conditions” of the region. Much of this information was included in the Transportation chapter of the Regional Master Plan, but is also forming the baseline for the full revision to the LRTP that is currently ongoing. Updated information included statistics on motor vehicle crashes, freight volumes and flows, traffic volumes and classification.
-  • **Performance Based LRTP:** Staff researched the process of integrating performance measures into the LRTP and developing a Performance Based Long Range Transportation Plan as recommended by FHWA. This has involved review of the FHWA guidance on “Model Long Range Transportation Plans: A Guide for Incorporating Performance Based Planning”, as well as the Performance-Based Planning and Programming Guidebook. In addition, staff is working with the other NH MPOs, NHDOT, FHWA, FTA, and other regional planning partners to develop a framework for performance-based planning in New Hampshire. The results of this process will be a set of performance measures that will be incorporated into the LRTP and other planning documents and efforts.
-  • **2040 Long Range Transportation Plan Amendments:** The LRTP is amended in conjunction with TIP approvals and amendments to maintain consistency and so was adjusted with Amendments 1,2, & 3 to the 2015-2018 TIP, the adoption of the 2017-2020 TIP, as well as Amendments 1 & 2 to that document.
-  • **Fiscal Constraint:** Updated the fiscal constraint analysis methods and process to incorporate basic Cooperative Revenue Forecasts from NH DOT as well as techniques discussed at a STIP workshop and in an AASHTO webinar on best practices. Included costs of PE and ROW in the analysis for the first time as well as updated assumptions regarding inflationary costs and funds available for projects in the future.
-  • **Project Development Process:** While largely focused around the State Ten Year Plan, changes to the MPO project solicitation and development process have improved the amount of information available for LRTP projects as well. In preparation for the development of the 2019-2028 Ten Year Plan MPO staff worked with NHDOT and the other New Hampshire regional planning commissions to update and improve the common project application form

and to create an electronic submittal process to reduce the amount of data entry required to collect and organize project data.



- **Project Selection Criteria Development:** Staff participated in the update of the common [Project Selection Criteria](#) designed to work with a software based priorities evaluation model which was integrated into RPC's selection process after an initial screening of projects. In preparation for the development of the 2017-2026 Ten Year Plan and the full revision to the LRTP, staff helped lead an effort working with NHDOT and the other New Hampshire regional planning commissions to further refine the project selection criteria that had been developed two years before. This involved reducing the number of criteria, reorganizing them, and establishing a weighting system that all parties were comfortable with. The MPO (and all of the New Hampshire RPCs) utilized the same set of selection criteria for the 2019-2026 Ten Year Plan, however in this case, each region weighted the criteria themselves instead of using a statewide weighting. As part of that effort, the criteria were also used in the prioritization of projects for the MPO Long Range Transportation Plan update.

## Task 211 Bike and Pedestrian Planning

### **OBJECTIVE:**

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

### **ACCOMPLISHMENTS:**



- **Participation in NHDOT Bicycle/Pedestrian Transportation Advisory Committee (BPTAC):** RPC staff represent the MPOs on the NHDOT BPTAC. The BPTAC provides technical assistance to NHDOT staff on a range of bicycle and pedestrian safety, infrastructure, education and encouragement activities. Staff participate in monthly BPTAC meetings and have served on the BPTAC Lane Marking Committee, and BikePed Plan/Economic Impact Study Committee, and in planning for improving bicycle and pedestrian volume counting by RPCs.



- **Implementation of Statewide and Regional Bicycle/Pedestrian Counting Program:** RPC purchased Eco-Counter automated bicycle and pedestrian counting units in June 2015. These have been used for counts on Route 1A, the Salem Rail Trail and the Clipper City Rail Trail in Newburyport – the closest analogous section of the East Coast Greenway. Used webcam for 12-hour counts on NH1B to improve daily usage curve data. Analyzed STRAVA bike/ped usage data purchased by NHDOT. Staff have developed a list of monitoring sites based on previous manual count locations and high-volume areas identified through Strava Metro data analysis.



- **Regional Bike Route Plan:** RPC has held off on initiating this planning process in order to coordinate outreach efforts with NHDOT when the state updates the State Bicycle/Pedestrian Plan in 2018-2019. Staff have analyzed Strava Metro GIS data in the region and compared it to the existing State Bicycle Route Network to understand current usage patterns and how they related to designated routes.

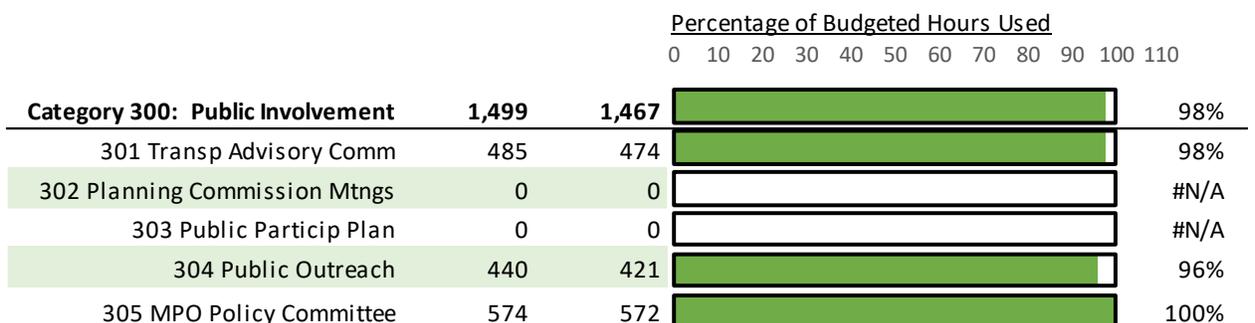
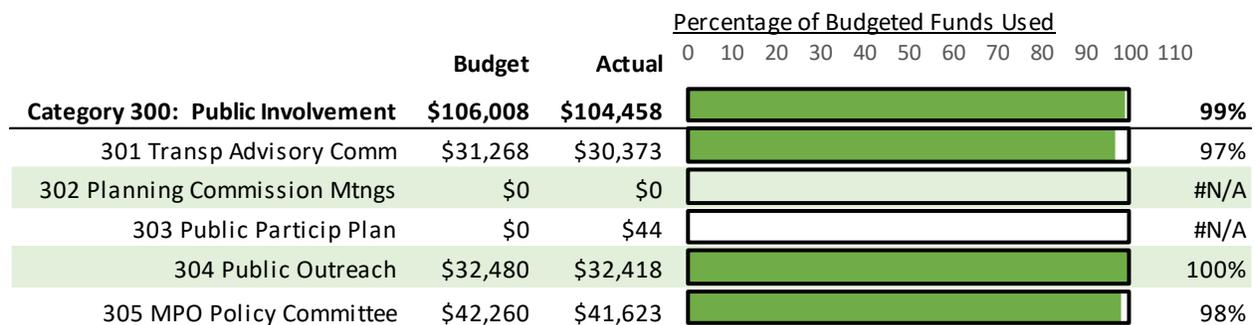
-  • **Seacoast Bike/Walk to Work Day & Commute Green NH:** Coordinated regional activities for the 14th and 15th annual Bike/Walk to Work Day and Green Commute Week events. Events included 12 free bicycle/pedestrian commuter breakfasts around the region and the 10th annual Corporate Commuter Challenge in 2016. In 2017 the Corporate Commute Challenge was merged with commuteSMARTSeacoast's month-long spring Business to Business (B2B) challenge. The 2017 B2B Challenge involved 810 smart commuters, 44 teams, 7,291 total trips, 212,420 sustainable commuter miles.
-  • **Updated Bike/Walk to Work Day Workplace Coordinator's Guide:** RPC staff participated in design of B2B Challenge outreach materials which have replaced the Coordinator's Guide.
-  • **Development of NH Seacoast Greenway:** Staff continued to facilitate the regional NH Seacoast Greenway Advisory Committee, working to develop the NH segment of the East Coast Greenway. Staff worked with the towns of North Hampton, Hampton and Seabrook to develop local trail committees, and with all corridor communities and NHDOT on development of draft Trail Management Agreements. Other initiatives of the regional group include developing local trail committees in each corridor community, collaborating with the UNH Engineering Department on a conceptual design for the trail through Hampton Marsh, and presentations to selectmen and planning boards in the corridor communities.
-  • **Hampton Branch Rail Corridor Abandonment & Acquisition Planning:** RPC staff have continued to monitor state negotiations with Pan Am railways to acquire the Hampton-Portsmouth segment of the Hampton Branch corridor abandoned in 2013. Staff have worked with the towns of Hampton and North Hampton to establish local trail committees and draft Trail Management Agreements in anticipation of corridor acquisition. Staff, local officials and state legislators from the corridor communities have met periodically with NHDOT staff involved with the Pan Am negotiations.
-  • **Local Trail Management Agreements:** In April 2017 NHDOT sent a revised draft of the trail management agreement to corridor communities based on input provided at a meeting with NHDOT in February 2016. Staff have met individually and as a group with corridor community officials on the current draft. Several communities remain uncomfortable accepting liability for maintenance of drainage systems and other railroad structures owned by both NHDOT and Pan Am that have seen minimal maintenance for decades. Staff are currently facilitating a group of Town Managers proposing further revisions to the agreement.
-  • **Technical Assistance to Communities:** Participated in NHDOT-organized bicycle and pedestrian safety field reviews. Analyzed proposed state Vulnerable Road User legislation in comparison to other state VU laws, and proposed Complete Streets legislation, and provided testimony to legislative committees. Provided testimony to Legislative Study Committee on Rail Trails. Responded to inquiries regarding state and local laws pertaining to bicycles riding two or more abreast. Served on advisory committees for Sarah Mildred Long and New Castle-Rye bridge replacement projects. Reviewed initial design alternatives for Ocean Blvd in the Draft Hampton Beach Transportation Master Plan and provided input on additional options. Provided assistance to New Castle and Rye in planning for bicycle and pedestrian safety improvements on NH1A and NH1B.
-  • **Participation in regional trails initiatives:** Attended meetings of the Seacoast Trails Initiative that focused on using the NH Seacoast Greenway as a spine route to connect multiple local trails and establish an integrated regional trails network as a tourism draw similar to the Jackson XC ski network in NH or Kingdom Trails in VT.

# Category 300: Public Outreach

Category 300 efforts are centered on the public involvement program of the MPO and the operation of the MPO Transportation Advisory and Policy Committees. Overall expenditures and hours spent within Category 300 are shown in **Figure 10** along with complementary budget information for comparison. Within this task area, time spent in public involvement was much greater than originally anticipated at the time of the adoption of the UPWP, and the budget for this Category was increased as part of each of the revisions discussed earlier in this document. These budget adjustments during the contract period modified the expenditures to reflect updated expectations, and in the end, nearly 1500 hours of staff time was spent on public involvement related work including 33% more Transportation Advisory Committee (TAC), and 25% more MPO Policy Committee meetings than usual. These additional meetings were primarily supporting the update to the Long Range Transportation Plan and faster processing of TIP/STIP Amendments by the MPO. Support of the TAC and Policy committees accounted for approximately two-thirds of hours expended in this category with the remainder going towards various aspects of public involvement by the region. Initially, the MPO anticipated revising the Public Participation Plan for the region, however those revisions were postponed to the FY 18-19 UPWP. Highlights of work in Category 300 include:

- 16 Transportation Advisory Committee meetings (33% more than usual)
- 10 MPO Policy Committee Meetings (25% more than usual)
- Completed Website redesign ([www.rpc-nh.org](http://www.rpc-nh.org))

**Figure 10: Compares Budget vs Actual funds and hours for Category 300 and subtasks. Red bars indicate greater hours/funds utilized than anticipated, Green lower or equal to budgeted amounts.**



- Review and comments on Statewide and Metropolitan Transportation Planning Proposed Rules as well as the proposed MPO Coordination and Planning Area Reform Rule.
- Reviewed provisions of the FAST Act for impacts on MPO processes
- Contributed monthly transportation articles to RPC Newsletter

## Task 301 Transportation Advisory Committee

### **OBJECTIVE:**

Provide for the on-going organizational support of the [Transportation Advisory Committee \(TAC\)](#).

### **ACCOMPLISHMENTS:**



- ***Transportation Advisory Committee (TAC):*** Prepared for and attended MPO Technical Advisory Committee meetings during July, September, and October of 2015, January, February, March, May, June, July, September, and November of 2016 as well as January, February, March, April, May, and June of 2015. Items presented to the TAC included:
  - Consideration of the changes proposed by 2015-2018 TIP Amendments 1, 2, & 3
  - Updates and approval on the NH MPOs UPWP agreement
  - Various aspects of the Long Range Transportation Plan Update: Regional Background, Existing Conditions, Goals & Objectives, Performance Metrics, Needs Assessment, Crash data analysis, VMT Estimates, Scenario Planning exercise, proposed projects list and prioritization, drafts of all chapters. Discussion of process and differences between last update and current update.
  - Draft 2017-2026 Ten Year Plan and draft set of comments prepared for the GACIT hearings occurring in September and October, 2015.
  - The 2014-2015 UPWP Performance Report
  - Discussion of Federal and State transportation related legislation status and potential budget impacts
  - Updated Ozone Standard
  - Tides to Storms Coastal Vulnerability Assessment from Sea Level Rise and other Coastal Flooding Hazards
  - Update on the TASC Volunteer Driver Program
  - Post-GACIT hearing discussion on the 2017-2026 Ten Year Plan & GACIT Process Outcomes
  - 2015 and 2016 Annual Lists of Obligated Projects
  - Overview of the FAST Act
  - Amendments to the 2016-2017 UPWP
  - Hampton TIGER Grant Proposal and letter of support
  - Proposed project swap for the 2017-2026 Ten Year Plan removing Maplewood Avenue (Portsmouth) railroad crossing and replacing it with a railroad crossing on Market Street (Portsmouth).

- Update on CMAQ program (March, 2016)
- Preview and unveiling of updated MPO website.
- Update on the Hampton NH 101/US1 Interchange and Intermodal Center Study
- SB364 Complete Streets Study Committee Status
- Four separate updates on the SHRP2 Performance Based Planning Grant
- Sub-county population projections
- Coordinated Public Transit/Human Services Transportation Plan update for Derry-Salem Region
- Finalized Metropolitan Planning Rule and proposed MPO Coordination and Planning Area Reform Rule
- Transportation Alternatives Program (TAP) update and proposed process, prioritization of proposed projects from the region.
- Hampton Beach Transportation Plan Update
- Draft 2017-2020 Transportation Improvement Program and related update to the 2040 Long Range Transportation Plan
- 2019-2028 Ten Year Plan process and updates to projects solicitation process and project selection criteria.
- Draft 2018-2019 Unified Planning Work Program
- Discussion of Congestion Mitigation Air Quality (CMAQ) Program Funding and anticipated 2017 funding round (multiple times)
- Project solicitation for the State Ten Year Plan
- 2017-2020 TIP/STIP Amendment #1 and #2
- Ten Year Plan project selection criteria weighting.
- Volkswagen Diesel Settlement Update
- MS4 Stormwater Management
- Stream Crossing Vulnerability Assessment update
- Climate Change and Hazard Mitigation activities
- Seacoast Bike Month and Bike/Walk to Work Day
- MPO Transit Asset Management (TAM) 2018 Performance Targets
- Several updates on status of Greater Derry-Salem CART Transit System and RPC role in interim management

### Task 303 Public Participation Process

#### **OBJECTIVE:**

To evaluate and maintain the MPO Public Participation Process.

#### **ACCOMPLISHMENTS:**



- ***Revisions to the Public Participation Process:*** An update to the Public Participation Process is underway. Staff anticipate initiating public comment on the new document in fall 2017.

- **Separate Public Participation Process document from the MPO Prospectus Document:** A new standalone [Public Participation Plan](#) is currently in draft form, with adoption anticipated in FY2018.

## Task 304 Public Outreach

### OBJECTIVE:

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

### ACCOMPLISHMENTS:

- **MPO Website Redesign:** Substantial time was invested in developing and modifying content for the newly launched MPO website. Content was created for general MPO information, the Long Range Transportation Plan, MPO Committees and public involvement, the Transportation Improvement Program (including all amendments and minor revisions), the Annual List of Obligated Projects, Transit options in the region, Bicycle and Pedestrian projects/activities, Highway and Bridge projects/activities, the Regional ITS Architecture and Strategic Plan, the Regional Travel Demand Model, Transportation Alternatives Program, and Maps and Resources.
- **MPO Website Maintenance:** Staff maintained transportation related elements of the MPO websites, including event and meeting calendars, posting draft and final documents for public review/comment (Long Range Plan, TIP, etc); and notices of MPO actions such as TIP Amendments and Administrative Adjustments. MPO Policy and TAC meeting materials are all uploaded to the website for each meeting including agendas, minutes, and specific topical materials.
- **Social Media Presence:** In addition to formal public notices on the MPO website and local newspapers, Facebook and Twitter accounts were utilized to spread information about public comment periods, public hearings, and other transportation related items.
- **Facebook Advertisement:** The ability of Facebook advertising to reach large numbers of people in the RPC region was demonstrated during the Broadband study undertaken by New Hampshire RPCs. The intent was to utilize this same capability to raise awareness of a transportation issue in the region however this was not utilized during the FY16-17 UPWP.
- **Media Monitoring:** Staff monitored Congressional work on reauthorization of MAP-21 (FAST Act). Particular interest and efforts were focused around reviewing and understanding the Draft and Final Metropolitan Planning Rules, and substantial time was spent reviewing, understanding the impacts of, and commenting on the proposed MPO Coordination and Planning Area Reform Rule that was eventually withdrawn. Finally, substantial efforts were spent reviewing the Performance Based Planning Rules drafted and finalized by FHWA/FTA during this period.



- **Public Outreach:** MPO staff participated in multiple public input sessions relating transportation projects in the region (New Castle-Rye Bridge, Sarah Long Bridge, NH 125 Plaistow-Kingston, Newington-Dover, and others), and the State Ten Year Plan. Participated in a transportation funding event with Senator Shaheen's office,

## Task 305 Policy Committee

### OBJECTIVE:

Provides for on-going organizational support of the [MPO Policy committee](#).

### ACCOMPLISHMENTS:



- **MPO Policy Committee:** Prepared for and attended MPO Policy Committee meetings during July and October of 2015, January, February, April, July, October, and December of 2016, and March and April of 2017. This includes posting of legal notices, preparation of material presented at the meetings, recording and transcription of minutes, as well as assembly and mailing of agendas and meeting materials. Items presented to the Policy Committee included:
  - Consideration of the changes proposed by 2015-2018 TIP Amendments 1, 2, & 3
  - Updates and adoption of the Memorandum of Understanding between MPOs, Transit Agencies, and NHDOT regarding roles and responsibilities.
  - Tides to Storms Coastal Vulnerability Assessment from Sea Level Rise and other Coastal Flooding Hazards
  - Draft 2017-2026 Ten Year Plan and draft set of comments prepared for the GACIT hearings occurring in September and October, 2015.
  - Regional Stream Crossing Vulnerability Assessment update
  - NH Coastal Scenic Byway Corridor Management Plan
  - FY 2013-2014 Unified Planning Work Program Performance Report
  - Preview and unveiling of updated MPO website.
  - Meeting with NHDOT Commissioner Victoria Sheehan discussing regional trends, issues, and transportation priorities, and comments/questions from attendees.
  - Update on 2017-2026 Ten Year Plan adopted by GACIT and changes that occurred in the final draft.
  - Acquisition of the Hampton Branch Rail Corridor
  - NH Seacoast Greenway/East Coast Greenway Progress
  - 2015 and 2016 Annual Lists of Obligated Projects
  - Draft Report of the Coastal Risks and Hazards Commission
  - Various aspects of the Long Range Transportation Plan Update: Regional Background, Existing Conditions, Goals & Objectives, Performance Metrics, Needs Assessment, Crash data analysis, VMT Estimates, Scenario Planning exercise, proposed projects list and prioritization, drafts of all chapters. Discussion of process and differences between last update and current update.

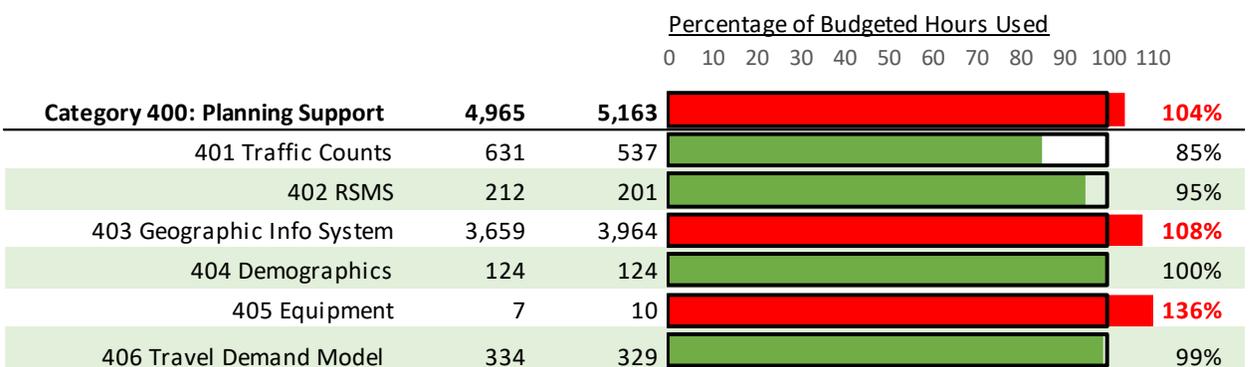
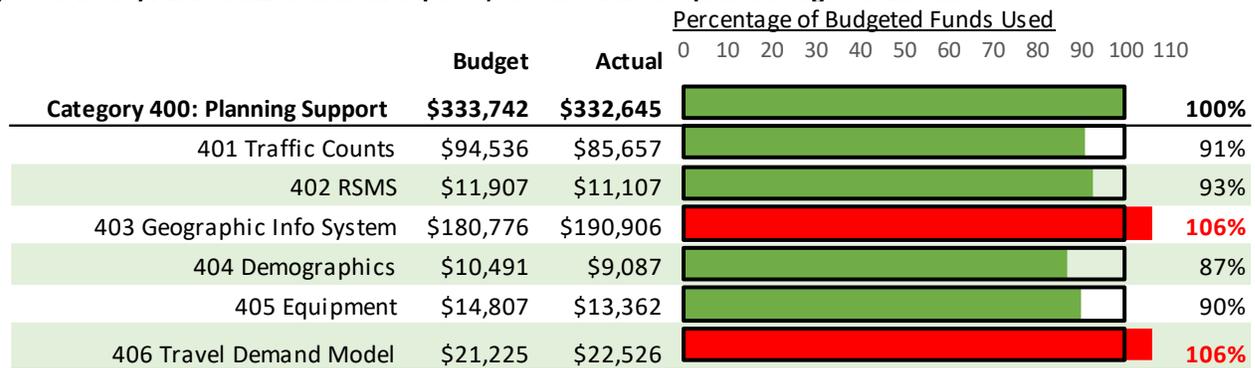
- Mid-contract adjustment to the FY 2016-2017 UPWP
- Review/Adoption of Coordinated Public Transit/Human Services Transportation Plan update for Derry-Salem Region
- City of Portsmouth Transportation Initiatives
- Finalized Metropolitan Planning Rule and proposed MPO Coordination and Planning Area Reform Rule
- Program revisions, process, and letters of intent from the RPC region for the Transportation Alternatives Program
- Approval of project rankings for the Transportation Alternatives Program
- Adoption of the 2017-2020 Transportation Improvement Program
- Release of NHOEP/NHRPC Population Projections 2020-2040
- Discussion of Congestion Mitigation Air Quality (CMAQ) Program Funding and anticipated 2017 funding round (multiple times)
- Project solicitation for the 2019-2028 State Ten Year Plan
- Discussion with DOT Commissioner Sheehan regarding current issues and priorities.
- Review/Adoption of Coordinated Public Transit Human Service Transportation Plan for Southeast New Hampshire (RCC Region 10)
- Project priorities for the 2019-2028 State Ten Year Plan.
- Adoption of the 2018-2019 Unified Planning Work Program.
- The 2014-2015 UPWP Performance Report
- Proposed project swap for the 2017-2026 Ten Year Plan removing Maplewood Avenue (Portsmouth) railroad crossing and replacing it with a railroad crossing on Market Street (Portsmouth).
- Hampton Beach Transportation Plan Update
- 2017-2020 TIP/STIP Amendment #1 and #2

# Category 400: Planning Support

Category 400 encompasses the transportation data collection program for the MPO as well as GIS data analysis and mapping, and the maintenance and use of the regional travel demand model. Time spent in this category was about 4% over what was anticipated however expenditures were right on target of what was planned. The MPO was able to utilize interns for a substantial amount of the data collection in the Road Surface Management System pilot and the Stream Crossing Vulnerability Assessment and analysis, which increased the hours of work while limiting the costs. Hours and funds spent on the task areas within Category are shown in **Figure 11**, and highlights of specific projects include:

- 288 traffic counts conducted
- Collected stream crossing data on public highways in Atkinson, Danville, Exeter, Fremont, Hampstead, Kingston, Newington, Newton, North Hampton, Portsmouth, Plaistow, Salem, and Sandown and added to Transportation System Vulnerability database.
- Updating, compiling and cleaning crash data for the region
- Updated Population and Employment projections.
- Access to FHWA National Performance Management Research Data Set
- Collection of Bicycle and Pedestrian Volume data

**Figure 11: Compares Budget vs Actual funds and hours for Category 400 and subtasks. Red bars indicate greater hours/funds utilized than anticipated, Green lower or equal to budgeted amounts.**



## Task 401 Traffic Count Program

### OBJECTIVE:

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

### ACCOMPLISHMENTS:

-  • **Traffic Count Program – Volume Counts:** For each counting season, staff reviewed the traffic counts to be done, including those not completed during the previous year. The traffic count locations were delivered to the consultant with comments and any questions. During the count season, staff reviewed traffic count submissions for quality and managed the flow of information from the consultant to NH DOT on an at least monthly basis. Staff worked with NH DOT as traffic counts were reviewed and questions came up. 147 of 148 proposed counts were completed for the 2015 count season and 151 of the 156 proposed counts for the 2016 count season.
-  • **Traffic Count Program – Classification Counts:** For the 2015 calendar year traffic count season, 20 class counts were completed. For the 2016 season, 19 class counts were completed.
-  • **Traffic Count Program – Manual Turning Movement Counts:** One turning movement counts was conducted during the FY2016-17 UPWP. This count tallied vehicle movements at the intersection of US 1 and Dearborne Avenue in Seabrook and was requested by NHDOT to assist with a project scoping study that was being conducted through that portion of US 1.
-  • **Traffic Count Program – Requests:** Staff answered a variety of data requests for traffic count information from the public and private sector including explaining the data structure and options available on-line. Staff responded to a variety of requests for historical traffic counts. Requests were referred to the existing DOT on line data reports as appropriate. More detailed in house records were used as needed. Count data was also used for town based and project based reports and maps. Requests for additional traffic counts were received from Brentwood, Exeter, Newfields, Newington, Plaistow, Portsmouth, and NHDOT.
-  • **Traffic Count Program – Other:** Compiled traffic volume count data and formatted for viewing on the MPO Website. This information will be updated periodically.
-  • **Pedestrian & Bike Counting Program:** RPC purchased Eco-Counter automated bicycle and pedestrian counting units in June 2015. These have been used for counts on Route 1A, the Salem Rail Trail and the Clipper City Rail Trail in Newburyport – the closest analogous section of the East Coast Greenway. Used webcam for 12-hour counts on NH1B to improve daily usage curve data. Analyzed STRAVA bike/ped usage data purchased by NHDOT. Conducted manual counts in conjunction with the City of Portsmouth. Staff have developed a list of monitoring sites based on previous manual count locations and high-volume areas identified through Strava Metro data analysis.

- **Traffic Count Program – New Contract:** Staff developed and released a request for proposal for the FY 17/18 traffic counting seasons. Two companies responded to the RFQ and an initial review resulted in the preliminary selection of a new consultant. This new consultant will offer substantial savings over the previous seasons and the contract was nearing finalization at the end of the FY16-17 UPWP.

## Task 402 Road Surface Management Systems

### **OBJECTIVE:**

To collect and analyze road surface condition data within the MPO Study Area and to support local development of Road Surface Management Systems (RSMS). RSMS provides a systematic approach for local officials to gauge current conditions and guide future improvement and investment needs.

### **ACCOMPLISHMENTS:**

- **Road Surface Management Systems:** Staff participated in the RSMS training for the SADES system as well as conference calls, an other meetings related to the pilot program. MPO purchased hardware for collection efforts.
- **Road Surface Data Collection for one RPC Community per year:** The development of the UPWP occurred before the full extent and timeframe of the RSMS pilot program was understood by MPO staff. Instead of one community per year, RSMS data was collected in one community (Fremont) during FY 16. This information was collected and incorporated into the SADES database. Information was also shared with the community and their engineering consultant.
- **Identification of priority locations and strategies for one RPC Community per year:** The development of the UPWP occurred before the full extent and timeframe of the RSMS pilot program was understood by MPO staff. Instead of one community per year, RSMS data was collected in one community (Fremont). Access to the RSMS dataset for identifying priority locations and developing of pavement management strategies was never provided to RPC and so this aspect of the pilot was unable to be accomplished.
- **Development of budgetary plan for one RPC Community per year:** Access to the RSMS dataset for developing of pavement management budgetary plan was never provided to RPC and so this aspect of the pilot was unable to be accomplished.

## Task 403 Geographic Information Systems

### **OBJECTIVE:**

To collect and analyze transportation, land use, environmental, and socio-economic data relevant to the MPO Study Area and to support data requirements in the development of the Long Range Transportation Plan, the Transportation Improvement Program, the Congestion Management

Process, Transportation Conformity analysis, transit planning, population projections, traffic analysis, regional travel demand modeling as well as other transportation planning efforts of the MPO.

### **ACCOMPLISHMENTS:**



- ***GIS Data Layers for the RPC Region:*** Many datasets were added to the RPC GIS during the UPWP period, as well as significant updates and maintenance on many datasets.
  - **LiDAR:** The RPC has leveraged 2011 LiDAR data and 2014 Coastal LiDAR updates for creation of contours, a newer updated Digital Elevation Model, and coastal inundation scenario modeling. Additionally, LiDAR data has been leveraged in several projects within our UPWP to show accurate elevation of projects during planning and programming stages.
  - **NWI:** the NWI in the seacoast region was updated into the RPC database while continuing to maintain the existing NWI where needed.
  - **Steep Slopes:** data was refined from new LiDAR, this has been used in the NH 101/US 1 Interchange and Intermodal Center study in Hampton and a North Hampton road sight distance project.
  - **The Geocoding data service** has been updated several times a year throughout the UPWP. This data is used by the UPWP program on a regular basis to show where assets or user are located, or heading to.
  - **National and State Historic Register data** was created from lists found on the websites of those agencies. State historic highway markers were also digitized.
  - **Heatmaps of the crashes** in the state crash records database were created for use in regional masterplan as well as long range plan.
  - **NHDOT Quarterly Snapshot data** was added to RPC GIS as information has been updated. This includes bridge and pavement condition data, TIP and Ten Year Plan projects, crashes, and other data.
  - **Natural Hazards:** Staff updated natural hazards data from other projects and from Hazard Mitigation plans done at the local level, this data includes fire hazard areas, wildfire areas, areas prone to flooding, Areas prone to sea level rise, areas prone to storm surge, among others.
  - **Infrastructure Facilities:** Datasets were updated to incorporate transportation and other infrastructure into datasets utilized for community Hazard Mitigation planning.



- ***Land Use and Land Cover Data Update:*** The RPC finished the 2015 land use update. This process used 1' aerial imagery acquired by NHDOT during the Spring of 2015. This update allows us to provide land use acreage by category and the change in growth for each town. The land use dataset is also comparable to past land use assessments completed for 1962, 1974,

1998, 2005 and 2010. Standard maps that reflect the 2015 land use will be updated with a future revision of the standard maps.

-  • **Requests for Maps and Data: The RPC continued to respond to requests from local communities, State and Federal Agencies for data and maps.** Maps of Census designated urban areas were supplied to many communities as they prepared for the upcoming MS4 permits. Prepared infrastructure maps for Rye, South Hampton, Fremont, Hampton Falls for Hazard Mitigation Plans. Prepared maps for the Hampton Branch analysis of options to create a bicycle/pedestrian path through the marsh between Hampton and Hampton Falls. Began maps related to coastal evacuation routes. Updated maps for the NH 1A/1B Scenic Byway project. Created crash and road maps for Plaistow. Finalized maps for the NH 101/US 1 Interchange and Intermodal Center Study. Sent trails data to E-911 for inclusion in their data,
-  • **Crash Data Compilation for Region:** The crash dataset has been updated from NHDOT releases. It is being used for map design as described under the requests for data. The updated information was utilized in the development of the Regional Master Plan Transportation Chapter as well as providing background data for the Long Range Transportation Plan.
-  • **Database Updates:** Database development was ongoing for a variety of GIS data layers. Roads were updated as they became available from NH DOT, traffic counts data was maintained for access in addition to submitting to the NH DOT database, construction projects were inventoried for use in the model updates, and staff supported the development of digital orthophoto products.
-  • **2010 Census and Related Data:** Census data was used, extracted and updated for the Long Range Transportation Plan, transit planning and Title VI efforts.
-  • **Major Employer Database:** The databases was checked and updated using the town reports.
-  • **Updated HPMS Information:** All traffic counts submitted by the RPC have been used by the NHDOT to prepare the annual HPMS report. The state is now dealing directly with the towns to collect the additional information necessary.
-  • **Updated CEDS data tables:** Used census, CTPP, American Community Survey to update tables as requested yearly.
-  • **Updated Resource layer maps and data sets:** Datasets in GIS have been updated as necessary.
-  • **Standard Map Set Update:** Standard mapset was completed and has subsequently updated to reflect new data. Updates to include new MPO community and updated data are in the works.
-  • **Regional Buildout Analysis:** Regional buildout analysis has been completed and leveraged for use in regional masterplan scenario planning effort. Formal documentation and final report need to be finalized. The buildout framework will be used for a subsequent update.
-  • **Travel Time Data:** Travel time data was collected as it became available through 2015. The data was processed and tested for use in the Congestion Management report maps. This has been supplemented by the FHWA travel time dataset for National Highway System roads.

-  • **HSIP Problem Area Analysis:** An analysis of crash locations in the region that are eligible for the Highway Safety Improvement Program has been initiated and staff is examining locations that have had at least one fatal or serious injury crash in the previous 10 years. This analysis will be completed in the fall of 2017 and included in the MPO LRTP. In addition a site specific analysis was conducted for the US 1/Lang Road intersection in Portsmouth as part of an application for a Road Safety Audit (RSA) funded through HSIP.
-  • **Transportation System Vulnerability Assessment Database:** This extensive data set is discussed further under Task 202 which produced a regional vulnerability assessment report and map set, individual vulnerability assessment reports and map sets for the seven coastal municipalities, and an extensive data set. This effort paired state and municipal transportation and other infrastructure, critical facilities, historic resources, and natural resources with the 2011 LiDAR, with a regional Digital Elevation Model to develop and analyze six coastal sea-level rise and storm surge scenarios and identify the location and create statistical data of where specific assets and resources coincided with the flood scenarios.
-  • **Inventory of Stream Crossings and Culverts:** This inventory built upon previous years stream crossing assessment data collection to identify and assess all stream crossings in the RPC region to assist state and local officials in identifying crossings that may fail. As of August 2017 all crossings in the RPC region have been assessed (approximately 1300) and are in the final stages of having data reviewed. Staff will be completing a final report to be issued to all RPC municipalities of the findings, including prioritization recommendations. Next steps will involve inventory maintenance.

## Task 404 Demographics

### OBJECTIVE:

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

### ACCOMPLISHMENTS:

-  • **Regional Population Projections:** Staff worked to update the population projections developed in cooperation with the Office of Energy and Planning and the other New Hampshire RPCs in 2016. These new projections incorporated updated population information based on new migration data provided by the Census Bureau and are being utilized in the MPO Long Range Transportation Plan, the development of performance measures and targets, as well as funding distribution formulas for UPWP and transportation project funding.
-  • **Regional Employment Projections:** Regional employment projections to 2040 were updated based on the NH Employment Security Economic and Labor Market Information (ELMI) Bureau

2014-2024 Ten Year Employment Projections by Industry and Occupation for each of the regional planning commissions. This information is being incorporated into the Long Range Transportation Plan, the regional travel demand model to identify the overall volume and location of employment growth in the region.

-  • **Updated CEDS Data Tables and Summaries:** RPC staff updated key demographic and economic and infrastructure related information for the annual CEDS update. New demographic information included population, housing, employment, major employers and updated population projections developed jointly by the nine NH RPCs, OEP and OEP's consultant, RLS Demographics .
-  • **Census 2010 Journey To Work data analysis:** Staff analyzed mode share and commuter flow data from the American Community Survey 2009-2015 five-year data compilation at the County and County subdivision (town/city) level.
-  • **Analysis of other census data:** RPC updated Urban area and Functional class datasets for the area using 2010 census data. Staff prepared presentation to commissioners and MPO about Census 2010 program and data expectations. Analyzed data on minority, low-income and Limited English Proficiency (LEP) populations to support COAST, CART and MPO Title VI Non-Discrimination Plan development. Staff extracted from the census many demographics for transportation projects and masterplans.

## Task 405 Equipment and Resources

### OBJECTIVE:

Purchase of equipment and transportation planning resources such as books, manuals, and software.

### ACCOMPLISHMENTS:

-  • **Traffic Counting Equipment - Repairs:** No repairs to traffic counting equipment were necessary.
-  • **Traffic Counting Equipment - New:** No new traffic counting equipment was purchased.
-  • **AMPO/NARC Memberships:** Renewed AMPO membership and NARC Membership (Transportation Section only)
-  • **Transportation Planning Resources:** Purchased AASHTO Geometric Design of Highways and Streets, Roadside Design Guide, Guide for the Development of Bicycle Facilities, Guide for Geometric Design of Transit Facilities on Highways and Streets, and Guide for the Planning, Design, and Operation of Pedestrian Facilities.
-  • **GIS Software Licenses: ArcGIS Basic and Advanced:** The ArcGIS platform continues to be the primary mapping tool, and the licenses for adequate seats is updated annually.
-  • **Travel Demand Model License:** The primary software for Travel Demand Modeling continues

to be TRANSCAD. The current model, which has been incrementally developed for a number of years, is coded to work with TRANSCAD software. This software license is updated annually.

-  • **Transportation Analysis Software:** HCS+ subscription was maintained in 2016 and 2017.
-  • **Computer Hardware and Software:** Purchased and prepared computers for transportation staff and interns.
-  • **High Volume Facilities Traffic Counting Equipment:** There are a few areas around the region where traffic volume counts are needed that staff and the traffic counting consultant have felt unsafe placing out the count tubes due to the volume of traffic experienced on the roadway. RPC has planned to purchase traffic count equipment that uses something other than tubes to safely and effectively collect data on high volume facilities that are difficult and unsafe to set out the usual tube-based system. The consultant hired at the end of FY17 to conduct traffic volume counts has the capability of performing high-volume/dangerous area counts utilizing non-intrusive techniques such as video recording and side-fired radar.

## Task 406 Travel Demand Modeling

### OBJECTIVE:

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

### ACCOMPLISHMENTS:

-  • **Data Efficiency Improvements:** Improved data management capabilities have been incorporated. Staff continues to improve understanding of the data requirements of the model and opportunities to reduce redundancy in data maintenance.
-  • **Enhanced Model Capabilities:** Model enhancements have been put on hold pending the completion of a Household Travel Survey to better reflect current regional traffic patterns.
-  • **Household Travel Survey:** Updating the regional travel demand model with a household travel survey that has been conducted within the region was a recommendation that came out of the MPO Planning Review conducted by FHWA in January of 2013. This was a work product included in the UPWP as part of the model maintenance with the intent of working with NHDOT and the other New Hampshire MPOs to formulate a plan for accomplishing a household travel survey that all parties could utilize.
-  • **Modify Regional Buildout Analysis to provide dynamic Land Use allocation for the Model:** This effort was not undertaken as most work on model enhancement has stopped pending the update to the Household Travel Survey.

- **Forecast regional and facility specific traffic levels as requested:** Assisted NHDOT with a functional analysis of US4 at the Bunker Creek Bridge to determine if a short complete bridge closure for replacement was a viable option compared to a temporary bridge to allow traffic to continue through the area while construction occurred.
- **Long Range Transportation Plan Scenario Modeling:** Staff utilized the Travel Demand Model to support transportation scenario planning and to the development of transportation system impacts of various development patterns. Two future population and employment scenarios (low growth or high) were created along with two complimentary land use development patterns (dispersed or concentrated) and the employment and population information entered into the model for each scenario. The low and distributed growth scenario showed the lowest population and employment levels and less employment density than the 2010 baseline. This scenario continued the further distribution of the population to more rural areas of the region but the overall population change is very small. The high growth scenarios would add approximately 50,000 people to the region to support around 30,000 new jobs anticipated by extending the ELMI Ten Year Projections out to 2040. Condensing this growth primarily into the five regional employment and population centers increased accessibility to employment for all residents in terms of the number of jobs within a 15-minute commute while minimizing the impacts on the regional transportation system. Highlights of the results are the following:
  - The slow growth scenario has the longest work trip distances and times, followed by the dispersed growth scenario. The Concentrated development pattern, capitalizes on both the focus of employment and housing as well as the geographic distribution of the employment centers to produce the shortest work trips.
  - The dispersed development pattern produces the longest (distance & time) shopping trips.
  - The concentrated development pattern produces the shortest “Other” trips (recreational for instance) as well as trips that are not home based (such as from work to a restaurant). This indicates that this type of growth configuration places destinations in closer proximity to origination points than other patterns.
  - The slow growth pattern produces the least increase in Vehicle Miles of Travel (VMT) and the lowest VMT per capita of all scenarios. This is likely due to the reduced level of activity in the region from the small population increase and decrease in the work force and employment.
  - Strong growth will increase traffic over the volumes seen today and result in moderate increases in travel times in most cases. Aggregate delay, or total delay experienced by all drivers during peak travel times will increase significantly.

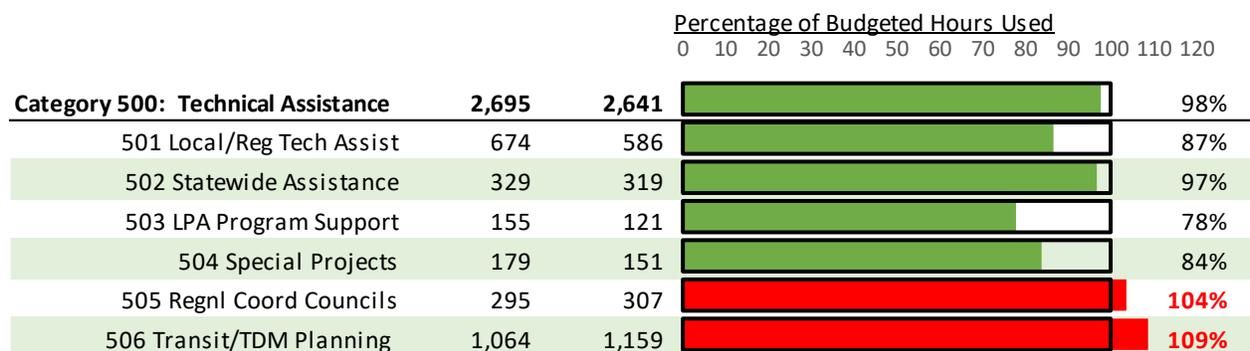
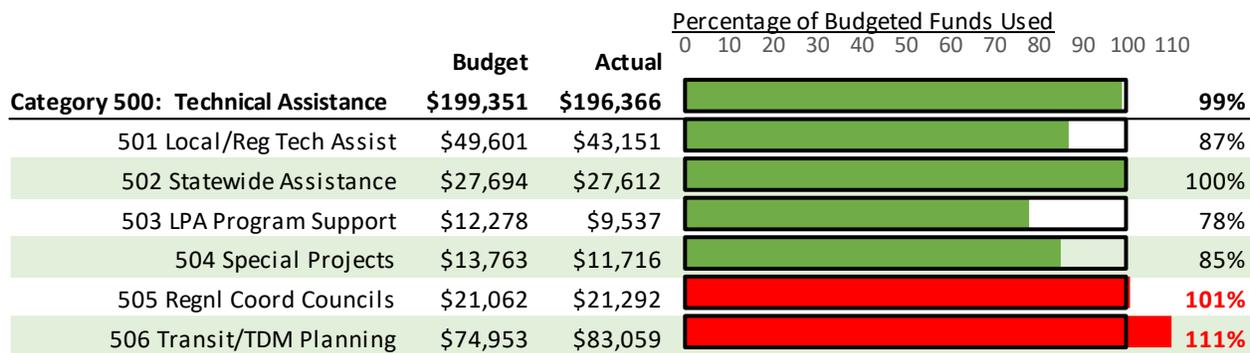
Overall, results indicate that the concentrated development pattern provides significant efficiency gains compared to the dispersed pattern. Shorter automobile trip lengths and times are seen for all trip purposes when compared to the dispersed development scenario indicating that more desired destinations are closer to where people live when land use is more concentrated into urban centers. Vehicle Miles of Travel statistics help to support that notion, as travel under congested conditions is decreased both in volume and in hours of when comparing the concentrated pattern to the dispersed pattern.

# Category 500: Technical Assistance

The technical assistance to communities and other agencies is included within Category 500 as are transit planning activities. Work in this category was very close to what was anticipated during the budgeting process both in terms of the hours spent (99%) and costs (98%). More time and resources than anticipated were spent in both 505 Regional Coordinating Councils and 506 Transit/TDM Planning. This was in part due to the work required to complete two Coordinated Public Transit/Human Service Transportation Plans, as well as the resignation of the CART Executive Director which required MPO staff to step in temporarily with greater assistance to the agency. Additional staff time outside the UPWP was spent on a separate CART-funded contract to administer the transit agency on an interim basis. Overall hours and funding spent on the task areas within Category 500 are shown in **Figure 12**. A wide variety of work was completed within this category including:

- Analysis of crash data for NH 101/US 1 Interchange
- Completed Road Safety Audit for US 1 and Lang Road in Portsmouth
- Assisted regional communities with TAP applications
- Assisted with review of Hampton Beach Master Plan bicycle and pedestrian proposals
- Assisted Fremont with road maintenance planning for inclusion in community Capital Improvement Program.

**Figure 12: Compares Budget vs Actual funds and hours for Category 500 and subtasks. Red bars indicate greater hours/funds utilized than anticipated, Green lower or equal to budgeted amounts.**



- Assisted NHDOT and the Town of Seabrook in the development of a capacity and scoping study for improvements on US 1 between New Zealand Road and the Hampton Falls town line.
- Assisted Pease Development Authority with a request for reclassification of certain roadways within their boundaries to enable those roads to be eligible for Federal Transportation Funding.
- Island Pond Road/ Westside Drive intersection analysis in Atkinson.
- Access Management MOU in Hampton Falls.
- 1600 hours of assistance to regional transit agencies.
- Administered Greater Derry-Salem CART transit service on interim basis, including preparation for FTA Triennial Review, municipal relations, ongoing FTA reporting, financial planning, fleet replacement project and other ongoing system management tasks (Primarily funded through supplemental contract with CART).
- Administered Greater Derry-Salem RCC (Region 9) with SNHPC and Southeast NH RCC (Region 10) jointly with COAST and SRPC. (Partially funded with FTA Section 5310 funds via NHDOT).
- Assisted Transportation Assistance for Seacoast Citizens (TASC) volunteer driver program with acquisition of wheelchair accessible minivan and funding development.
- Participation on commuteSMARTSeacoast Steering Committee.
- Participation on the Newington-Dover Incident Management, Sarah Long Bridge, and New Castle-Rye NH1B Project Advisory Committees.
- Participation on the State Highway Safety Improvement Program (HSIP) committee
- 135 Hours of reviewing development proposals for transportation impacts in Seabrook, Salem, Kingston, Plaistow, Brentwood, Epping, Fremont, North Hampton, Newton, Rye, and Raymond.

## Task 501 Local and Regional Assistance

### **OBJECTIVE:**

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

### **ACCOMPLISHMENTS:**



- **General Transportation Assistance:** RPC staff assisted the MPO communities with a number of local transportation planning efforts of varying types:
  - Attended Seabrook Planning Board meeting to discuss contents of a traffic impact study for a development proposed on US 1.

- Prepared for and attended a Seabrook planning board subcommittee about Route 1 Access Management plan and map, and discussed options for property owner outreach for Route 1 north area.
- Reviewed and provided comments for multiple development proposals on NH 33 in Greenland and roadway design standards.
- Assisted City of Portsmouth with understanding the HSIP program and conducted crash data analysis of US 1/Lang Road intersection. Relayed information to town of Rye.
- Provided comments on the bicycle and pedestrian aspects of the update to the Hampton Beach Master Plan Transportation Chapter. Also comments regarding recommended roadway configuraton.
- Attended Nashua MPO TMA Certification Review
- Analyzed crash data for the NH 101/ US 1 Interchange
- Met with SRPC and Southern Maine Planning and Development Commission (SMPDC) to discuss cross-border issues and common transportation needs.
- Attended Plaistow Highway Safety Committee meeting to discuss safety and operations at the intersection of Main Street and Elm Street and other Main Street related issues. Also discussed funding options/opportunities for the improvements included in the State Ten Year Plan.
- Assisted City of Portsmouth with swapping the Maplewood Avenue Railroad crossing project out of the Ten Year Plan in exchange for the Market Street Railroad crossing.
- Provided assistance to Town of Atkinson regarding NHDOT consultation process for non-MPO regions.
- Met with the town of Seabrook to discuss improvements to US 1. Communicated with NHDOT regarding outcome of that meeting and potential state assistance with project development
- Assisted Exeter with information needed for TAP application
- Assisted Pease Development Authority with project applications for the Ten Year Plan.
- Assisted Pease Development Authority with a road reclassification request.
- Discussion of possible Road Safety Audit application in South Hampton.
- Assisted WildCat Transit with triennial review by providing MPO Public Hearing notices and meeting minutes for TIP and Plan actions.
- Assisted Hampton Falls with population projection data.
- Prepared summary of transportation planning services that can be provided to MPO communities.
- Facilitated visioning session for Exeter Master Plan transportation element.

- Facilitated development of New Castle-Rye NH 1A/1B project for State Ten Year Plan.
- Assisted town of Fremont with review of road maintenance planning for inclusion in Capital Improvement Program.
- Reviewed project proposals along US 1 in North Hampton for consistency with US 1 Corridor Study.
- Reviewed existing hazard mitigation plan an impact on roads and culverts and review of site plan application and US 1 Improvement Plan impact in North Hampton.
- Review of traffic improvements and crashes to aid local officials in North Hampton in determining if new projects should be submitted for Long Range Transportation Plan and State Ten Year Plan.
- Researched several transportation issues regarding proposed legislation on vulnerable roadway users, transit signal preemption, and the local option fee.
- Met with Hampton Beach Area Commission to discuss Hampton transportation projects, potential funding sources, and related options and opportunities.
- Staff reviewed potential retail developments in Kingston at the intersection of NH 107 and NH 125 and assisted with understanding the impacts of these improvements on adjacent property and the roadway corridors.
- Staff assisted the Brentwood Planning Board with two issues regarding utility infrastructure improvements on designated scenic roads (Prescott Road and Rowell Road).
- Staff reviewed a large residential (174 townhouse units) in Raymond that was declared to be a project with regional impacts. The project is located on NH Route 102. Staff reviewed the traffic impact analysis for the project and agreed with the report findings that the proposed project related improvements would prevent reductions in level of service along the corridor.



- ***Comments on Traffic Impact Studies and Development Proposals:*** RPC staff reviewed subdivision and commercial site plan developments along state highways within the Town of Greenland, Seabrook, Plaistow, Epping, Hampstead, Hampton Falls, North Hampton, Newton, Fremont, and the City of Portsmouth to ensure safe sight distance, driveway placement, and access management criteria were being met.



- ***Scoping of Transportation/Land Use projects:*** RPC staff reviewed the Route 1 Corridor study in Hampton Falls in order to make recommendations regarding re-zoning along the Route 1 corridor and possible road layout and access management opportunities that may exist along the corridor.



- ***Regional Complete Streets Policy and Guidance:*** Began the development of a regional Complete Streets policy as well as a guidance document for area communities regarding the benefits of a Complete Streets approach to planning and project development. This project was

intended to be completed during FY16 but was not given the limited availability of staff to work on the project as well as other, higher priority projects.

-  • **Access Management Manual Update:** The RPC Access Management Manual was published in the late 1990s and is in need of an update. A draft of this document was developed during the summer and fall of 2013 that incorporates updated graphics, more recent standards and practices, as well as guidance on developing an Access Management MOU with NH DOT and implementing access management regulations and policies in communities. The project remains incomplete due to limited time availability to finish the update including the development of improved and more recent graphics.
-  • **Support and Technical Assistance to Scenic Byways Corridor Committees:** During the biennium staff completed, and the MPO adopted, Corridor Management Plans for both the NH Coastal Byway and the Robert Frost/Old Stage Coach Scenic Byway. RPC and SNHPC have provided ongoing assistance to the RFOSC Byway Council. The council meets quarterly. Work has included completion of the Corridor Management Plan (CMP) for the Byway, design of route marker signs and planning for location and installation, and design of a website for the Byway. Assistance on the NH Coastal Byway has included work with corridor communities to implement recommendations from the CMP, with an emphasis on bicycle and pedestrian safety improvements on NH1A and NH1B.
-  • **Safe Routes to School (SRTS) Projects:** RPC staff provided limited technical assistance to the Safe Routes to School program in Hampton. Hampton hired Alta Planning & Design to prepare a Safe Routes to School Travel Plan. With the choice to discontinue a stand-alone SRTS program with infrastructure grants, interest in the SRTS program has waned in several RPC communities. Some communities that completed Travel Plans are still completing old SRTS infrastructure projects (Portsmouth) or have applied unsuccessfully for funding through the Transportation Alternatives Program (Hampton).
-  • **RPC Executive Director Meetings:** The RPC Directors met multiple times with NHDOT staff during the 2 year UPWP project period. Transportation topics included: Ten Year Plan process and common criteria development, Local Project Administration manual, UPWP administration requirements, UPWP funding, as well as others.

## Task 502 Statewide Assistance

### **OBJECTIVE:**

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

**ACCOMPLISHMENTS:**

-  • ***Sarah Long Bridge:*** Staff serves as representation for the MPO on the Stakeholder committee for the Sarah Long Bridge (US 1 Bypass between Portsmouth, NH and Kittery, ME) replacement project. Participated in design workshops for the replacement of the Sarah Mildred Long Bridge. Staff will continue in this role until construction is completed.
-  • ***Newington-Dover Little Bay Bridges:*** Continue to participate in the Newington-Dover Incident Management committee meetings discussing adjustments to the existing management plans and scenarios as necessary.
-  • ***New Castle-Rye NH1B Bridge:*** RPC is participating in the Advisory Committee formed for this committee. Construction is not anticipated to begin on this project until FY 18 and RPC will continue to be involved in the advisory committee until it is no longer necessary.
-  • ***US 1 Widening in Seabrook:*** Staff attended a NHDOT public hearing in Seabrook regarding the widening of US 1 between NH 107 and Railroad Avenue. This project will begin construction during the timeframe of the FY16-17 UPWP and staff will participate in hearings and public meetings.
-  • ***Analysis of crash locations in the region:*** Staff reviewed and refined crash data for analysis of road network and dangerous areas. This data has been used by several communities.
-  • ***HSIP Committee Participation:*** Staff participates on the Statewide HSIP committee and attends the monthly meetings of that group. As part of that committee, works with NHDOT to facilitate the selection of HSIP projects as proposals come forward. Recent work in that group has focused on restructuring the process by which Road Safety Audit sites are selected, as well as developing selection criteria for projects.
-  • ***State Freight Plan:*** Staff anticipated working with NHDOT on the development of the State Freight Plan however the last information received on the project was that consultant selection was in progress. No work was done on this project during the course of the FY14-15 UPWP.

**Task 503 Local Project Administration (LPA) Programs****OBJECTIVE:**

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

**ACCOMPLISHMENTS:**

-  • ***Transportation Alternatives Program Application and Evaluation Process:*** Conducted regional solicitation for summer 2016 round of TAP applications. Provided guidance to several communities with Letter of Interest and full application development. Reviewed, scored and ranked projects at regional level in collaboration with MPO TAC and Policy Committees.

- 
 • **TAP Project Monitoring and Implementation Assistance:** The three communities who received TAP projects in the first two rounds (Salem, Portsmouth, Exeter – 2 projects) are moving forward with project implementation with minimal MPO assistance.
- 
 • **Congestion Mitigation and Air Quality (CMAQ) Application and Evaluation Process:** Participated in the two meetings of the CMAQ Advisory Committee held in late 2016/early 2017 to plan for the 2017 CMAQ funding round. Assisted several communities with scoping projects and developing letters of interest
- 
 • **CMAQ Project Monitoring and Implementation Assistance:** RPC staff have monitored the progress of the CMAQ Hampton-Portsmouth Hampton Branch Rail Corridor acquisition project, and worked with communities and NHDOT on draft Trail Management Agreements to be completed once the corridor is secured by the state. See more information under Multi-Use Trails (Task 506). Staff have also worked with COAST to secure supplemental CMAQ funding for COAST and UNH services funded as mitigation for the Newington-Dover Little Bay Bridges project.
- 
 • **Local Public Agency (LPA) Training & Technical Assistance:** RPC staff attended training for LPA Phase I recertification. Staff have not yet completed the new Labor Compliance training, though that training is recommended in tandem with an active construction project which we do not currently foresee managing.

## Task 504 Special Projects

### OBJECTIVE:

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

### ACCOMPLISHMENTS:

- 
 • **Hampton Falls Master Plan Transportation Chapter:** The transportation chapter of the Hampton Falls Master Plan was completed in June of 2016. Revisions to the chapter included more detailed discussion of the recommendations of the US 1 Corridor Study, updates to roadway classification (State and Functional), traffic volume and growth data, journey to work data, crash data and analysis, and integration of survey information related to transportation in the community. In addition, information regarding the impact of climate change on transportation infrastructure as well as other areas of concern were integrated into the chapter.
- 
 • **Newington Master Plan Transportation Chapter:** An update to the Newington Master Plan Transportation Chapter is in progress and expected to be completed during FY18. Work during FY 17 included updating tables and the data included in the chapter as well as a survey including questions regarding commuting times and traffic patterns within the community.

## Task 505 Regional Coordinating Councils

### **OBJECTIVE:**

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

### **ACCOMPLISHMENTS:**

- 
 • ***Expanded and diversified funding for Southeast NH RCC/ACT services:*** Staff served on the Southeast NH RCC and provided technical assistance together with Strafford RPC. Worked with COAST/ACT staff on grant applications for Section 5310 Purchase of Service and Section 5310 Formula funding to support collaborative efforts of COAST, Rockingham Nutrition Meals on Wheels Program, and the TASC and Ready Rides volunteer driver programs. Also worked on funding applications to the NH Charitable Foundation, the Agnes Lindsay Trust and Seacoast Women's Giving Circle.
- 
 • ***Implement service improvements identified through RCC Strategic Planning:*** Worked with TASC volunteer driver program to procure and put in operation an accessible minivan driven by volunteers, to meet equal access requirements under the ADA. Updated coordination service standards. Served as Lead Agency for Section 5310 Purchase of Service funding for the SENH RCC, tracked system production and managed NHDOT contract and provider subcontracts. (POS work funded under separate Section 5310 grant). Met with volunteer driver programs regarding geographic expansion to cover central Rockingham County communities.
- 
 • ***Greater Derry-Salem RCC Funding diversification and expansion:*** Developed grant applications for Section 5310 Purchase of Service and Section 5310 Formula funding to support collaborative efforts of CART, Easter Seals NH, Rockingham Nutrition Meals on Wheels (RNMOW) program, and Greater Salem Caregivers. Worked with CART and Alternate Transit Advertising to sell advertising on shuttle vans.
- 
 • ***Greater Derry-Salem RCC Service Improvements:*** Oversaw operation of Hampstead Shuttle and Derry-Londonderry shuttle operated by Easter Seals NH; service to the Vic Geary Senior Center in Plaistow, and volunteer recruitment and training work by Greater Salem Caregivers. Developed Transportation Services Directory for RCC region.
- 
 • ***Updated Coordinated Public Transit/Human Service Transportation Plans as needed:*** The Coordinated Public Transit/Human Service Transportation Plans for the Greater Derry-Salem RCC (Region 9 in 2016) and the Southeast NH RCC (Region 10 in 2017) were updated during the UPWP contract period. This work included surveys of transportation providers, local welfare officers, and human service agencies in the region; analysis of data from the Census Bureau and Department of Health and Human Services (NHDHHS), mapping, and significant input from the memberships of the two RCCs.

## Task 506 Transit Assistance and TDM Planning

### **OBJECTIVE:**

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

### **ACCOMPLISHMENTS:**

-  • ***COAST Ridership Survey:*** COAST did not request RPC assistance for its most recent spring ridership survey.
-  • ***Other COAST Technical Assistance:*** RPC staff continued to serve on the COAST Board of Directors and Executive Committee, including serving as Board Chair during FY15-16. Provided assistance with demographic analysis for an update to COAST's Title VI Civil Rights program, assistance with preparation for Triennial Review, and a restructuring of COAST's municipal funding formula.
-  • ***Analysis of potential fixed/demand responsive routes for CART:*** Worked with CART, ESNH Meals on Wheels and the Towns of Derry and Londonderry to identify unmet transportation needs for local senior citizens. Assessing the potential to expand the M-W-F Salem Shuttle service to a five day per week schedule.
-  • ***Financial plan for CART:*** Worked with SNHPC on five year Capital and Operating Plan for CART. Worked with FTA Region I to identify cost saving measures for the organization.
-  • ***Derry-Salem CART Technical Assistance:*** RPC staff time commitment to CART during FY16-FY17 was higher than normal given the departure of CART's Executive Director in July 2016. Two cycles of advertising the Executive Director position did not yield a viable candidate, so RPC staff have administered the transit agency since that time with assistance from SNHPC and supplemental contract funding from CART. Key tasks have included preparation for CART's FTA Triennial Review in June 2017, completion of annual National Transit Database reporting, quarterly FFRs and MPRs, semi-annual DBE reporting, annual DAMIS reporting, updated to CART's Title VI Civil Rights Plan and Disadvantaged Business Enterprise Plan and triennial Goal; oversight of operations contractor Easter Seals NH, FTA grant development and administration, budget development and management, municipal funding development and relations, rider relations, vehicle procurement and FFY16 & FFY17 funding split negotiations for the Nashua Urbanized Area. In FY18 CART will pilot an interagency agreement with the Manchester Transit Authority (MTA) to provide most CART administrative services.
-  • ***Expanded funding for TASC:*** Staff serve on the TASC Board of Directors, and assisted TASC with outreach to try and build private sector contributions. Staff worked with TASC and COAST to acquire a wheelchair accessible minivan to be driven by volunteers. Having capacity to provide wheelchair rides will enable TASC to meet requirements of the Americans with Disabilities Act (ADA) necessary to access FTA Section 5317 New Freedom mobility

management funding and later Section 5310 funding for the agency. Worked with TASC and COAST to integrate TASC call-taking and ride scheduling functions with COAST's regional TripLink call center.

-  • **Integration of TASC ride reservation functions with COAST/ACT call center:** Staff have facilitated meetings with TASC and COAST staff and the TASC Board regarding call center procedures and contract provisions. A hold-up has been that the volunteer component of the HBSS/TripLink call center software being used by COAST/ACT is less well adapted to TASC's needs than the custom-built software TASC has been using. TASC has committed to a changeover to TripLink beginning 1/1/18.
-  • **Participation in NHTA and SCC:** Staff attended SCC meetings based on specific agenda items, including the recent update to the State Coordinated Public Transit/Human Service Transportation Plan. Participated in interviews for the coordination plan, and supplemental SCC meetings to adapt broad consultant recommendations. Helped plan and attended two Volunteer Driver Forums sponsored by the SCC.
-  • **Participation in Transportation Solutions NH and other collaborative efforts:** Staff have participated in TransportNH's Steering Committee, including refinement of the organization's Theory of Change strategic plan.
-  • **Support for TMA Services:** Staff serve on the advisory committee for commuteSMARTseacoast, the regional Transportation Management Association managed by COAST as part of CMAQ-funded mitigation efforts for the Newington-Dover/Little Bay Bridges highway widening project. RPC collaborates with commuteSMART on annual events for Seacoast Bike/Walk to Work Week and commuteSMART's award-winning spring Business to Business (B2B) Commuter Challenge and winter Conquer the Cold Commuter Challenge.
-  • **Exeter Downeaster Station Committee:** Continued participation in Exeter Downeaster Station Committee, overseeing operations of station area and planning for station expansion and station area redevelopment.
-  • **Hampton Intermodal Center Study Follow-up:** Presented findings from Hampton US1/NH101 Interchange Realignment and Intermodal Center Study to Hampton Selectmen in January and February 2016. Selectmen determined not to support the intermodal center concept, but to move forward with an interchange realignment project. This was submitted by the town for consideration for the Long Range Plan and Ten Year Plan in January 2017.

# Other Planning Activities

This area of work is intended to include other projects that are included in the UPWP for completeness but are funded primarily by sources outside of the UPWP. During the 2016-2017 UPWP including the SHRP2 PlanWorks Implementation Grant, acting as the FTA 5310 Purchase of Service lead agency, as well as a large number of land use and environmental resource focused planning projects that have a transportation component.

## SHRP2 Planworks Implementation Grant

### OBJECTIVE:

The Partnering for Performance New Hampshire (PFPNH) project is a collaborative effort of the four New Hampshire Metropolitan Planning Organizations (MPOs), New Hampshire Department of Transportation (NHDOT), New Hampshire Department of Environmental Services (NHDES), FHWA, FTA, and a non-metropolitan planning commission. The group worked together to create performance measures that address the shift toward performance based planning emphasized by MAP-21 and the FAST Act. The funding and resources available through PlanWorks allowed the MPOs to collaborate productively with state and federal partners, maximizing efficiency and capacity in the face of current funding constraints. Through this project, the workgroup has developed a long-term framework for collaboration that the MPOs will continue to use.

### ACCOMPLISHMENTS:



- **MPO Coordination:** The SHRP2 project facilitated a consistent level of coordination and cooperation between MPOs in New Hampshire related to the implementation of Performance Based Planning methodology required by USDOT. The monthly meetings contributed directly to the development of a set of supplemental performance measures for the MPOs and provided a template for further coordination on issues of common interest. The SHRP2 project concluded in the summer of 2017 however the MPOs are continuing to meet monthly to discuss issues such as performance measures, TIP processes and projects, coordination of data collection efforts, and opportunities for further collaboration.



- **Performance Metric Evaluation and Development Methodology:** Part of the SHRP2 project included the development of a methodology for researching and evaluating potential performance metrics and their utility for the MPO planning process. This methodology resulted in the development of 7 supplemental performance measures to be used by the New Hampshire MPOs but can also be applied in the future to expand or modify that list.



- **Development of Supplemental Performance Measures:** Staff of the four MPOs worked with NHDOT, FHWA, FTA and NHDES to develop a set of seven performance metrics to supplement the 21 measures required by FHWA and FTA. These supplemental measures address areas of interest to the MPO and the transportation planning process that are not included in the scope

of the required measures. These additional metrics are intended to be implemented into the MPO Long Range Transportation Plans along with the required measures.

## 5310 Purchase of Service

### **OBJECTIVE:**

To expand transportation access for senior citizens and individuals with disabilities to medical care, grocery shopping, employment and other basic life needs.

### **ACCOMPLISHMENTS:**



- **Lead Agency:** The Rockingham Planning Commission served as Lead Agency for FTA Section 5310 Purchase of Service funding for the Southeast NH RCC, tracked system production and managed NHDOT contract and provider subcontracts. Transportation services were purchased from COAST, the Rockingham Nutrition Meals on Wheels Program, the Ready Rides volunteer driver program and the Transportation Assistance for Seacoast Citizens (TASC) volunteer driver program. TASC serves eight communities in eastern Rockingham County, while Ready Rides serves rural areas of the SRPC region.

## Other Regional Planning Studies

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

### **ACCOMPLISHMENTS:**



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



- **Green Infrastructure for NH Coastal Watershed Communities:** The project *Green Infrastructure for Sustainable Coastal Communities* proposed to build municipal capacity in coastal watershed communities for Green Infrastructure by engaging local and regional stakeholders in a planning and implementation process that is supported by technical resources, no-cost project implementation and municipal engagement through training and workshops. The project integrated the collaborative process to build trust, legitimacy and relevance for the



intended-users - municipalities and built community resilience and improved capacity for managing water resources and related ecosystem services.

-  • **NH Coastal Adaptation Workgroup (NH CAW):** Formed in January 2010 as an Ad Hoc Collaboration, NH CAW currently involves 19 agencies, organizations, municipalities, and NGOs with 28+ individual members. NH CAW partnerships have received 12 grants and currently have 4 proposals under review and several in development. These project grants represent nearly \$2.5 M in assets that enables NH CAW to work with 25+ communities with 3 of the projects providing specific decision support tools for all coastal communities.
-  • **Emergency Management/ Hazard Mitigation Planning Grants:** This program provides funding to accomplish the preparation and up-dating of local all-hazard mitigation plans. These plans document all the hazards existing in communities and serve as prerequisite documents for many funding programs offered by the NH Office of homeland Security and emergency management. Some examples of eligible projects that fall under most of the grant programs listed above include property acquisition, structural demolition and relocation, structural elevation, mitigation reconstruction, dry flood proofing of historic residential structures, dry flood proofing of non-residential structures, minor localized flood reduction projects, structural retrofitting of existing buildings, non-structural retrofitting of existing buildings and facilities, safe room construction, infrastructure retrofits, soil stabilization and wildfire mitigation. These programs are funded through the NH Office of Homeland Security via the following emergency management and hazard mitigation planning grants: Hazard mitigation Grant Program (HMGP), Pre-Disaster Mitigation (PDM), Flood Mitigation Assistance (FMA), Repetitive Flood Claims (RFC), and Severe Repetitive Loss (SRL). In addition, Pre-Disaster Mitigation (PDM) grants funded by FEMA through the New Hampshire Department of Homeland Security and Emergency Management provide the resources for the RPC to conduct Hazard Mitigation Plan updates for member communities.
-  • **Developments of Regional Impact (DRI):** The RPC conducts reviews of development of regional impact to assist in fulfilling obligations under RSA 36:58. This provides for convening the RPC DRI committee and supporting it as necessary, preparation of written responses and attendance at local land use board meeting concerning developments of regional impact as required. This program is funded through the NH Office of Energy and Planning (OEP) Targeted Block Grant (TBG) program.
-  • **Circuit Rider Planning Services and Technical Assistance:** The RPC provides part-time professional land use planning services to the Planning Boards of ten member communities and technical assistance to all twenty-seven communities as requested. General duties include assistance in developing revisions to community Zoning Ordinance, Site Review, and Subdivision Regulations, review of development proposals, and assistance with the development of Capital Improvement Programs (CIPs). These services are paid through RPC dues and contracts with individual communities for circuit rider services. Tasks such as updating community master plan chapters are also undertaken, often under a separate contract.

-  • ***New Hampshire Coastal Program Technical Assistance Grants:*** This program provided funding to the regional planning commission's that have coastal communities to engage in planning projects that implement the coastal resource management goals of the NH Coastal Program. Any planning projects that can be accomplished by RPC staff are eligible. Examples include community master planning, natural resources inventories, land use and natural resources mapping, and adaptation planning. This program is funded by the US Dept. of Commerce/NOAA funds provided through NHDES/NH Coastal Program.
-  • ***Comprehensive Economic Development Strategy:*** Funded through the US Department of Commerce's Economic Development Administration, The Rockingham Economic Development Corporation ([www.redc.com](http://www.redc.com)) annually updates the Comprehensive Economic Development Strategy (CEDS) in support of on-going regional economic development planning efforts. RPC provides support in updating demographic and economic data and associated analysis, providing information on proposed transportation projects and improvement needs, and updating goals, objectives and recommendations.