

2020-2021

Unified Planning Work Program




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DRAFT – 4/4/2019



ENDORSEMENTS

<u>Committee/Agency</u>	<u>Date of Endorsement</u>	<u>Amended</u>
ROCKINGHAM PLANNING COMMISSION		
Technical Advisory Committee	<u>3/28/2019</u>	<u> </u>
MPO Policy Committee	<u> </u>	<u> </u>
Technical & Budget Revisions (Funding & Task Tables)	<u> </u>	<u> </u>
NH DEPARTMENT OF TRANSPORTATION	<u> </u>	<u> </u>



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



UPWP Contents

1 INTRODUCTION.....	1
1.1 ORGANIZATION OF THE UPWP	2
2 CONTENTS OF THE UPWP.....	3
2.1 DEVELOPMENT OF THE UPWP	3
2.2 PREVIOUS WORK	3
2.3 MPO CORE FUNCTIONS.....	4
2.4 PLANNING FACTORS AND REQUIREMENTS OF THE FAST ACT	5
2.5 UPWP FUNDING.....	6
3 PLANNING PRIORITIES	8
3.1 NEW HAMPSHIRE PLANNING EMPHASIS AREAS.....	8
3.2 MPO PLANNING PRIORITIES	9
4 CATEGORY & TASK DESCRIPTIONS	11
CATEGORY 100: MPO ADMINISTRATION	11
CATEGORY 200: POLICY AND PLANNING	16
CATEGORY 300: PUBLIC INVOLVEMENT AND COORDINATION	28
CATEGORY 400: PLAN SUPPORT	31
CATEGORY 500: TECHNICAL ASSISTANCE AND PLANNING	39
5 OTHER PLANNING ACTIVITIES	46
TRANSPORTATION PLANNING.....	46
RELATED LAND USE AND ENVIRONMENTAL PLANNING ACTIVITIES.....	49
6 FUNDING, COST DISTRIBUTION, & TASK SCHEDULING	52

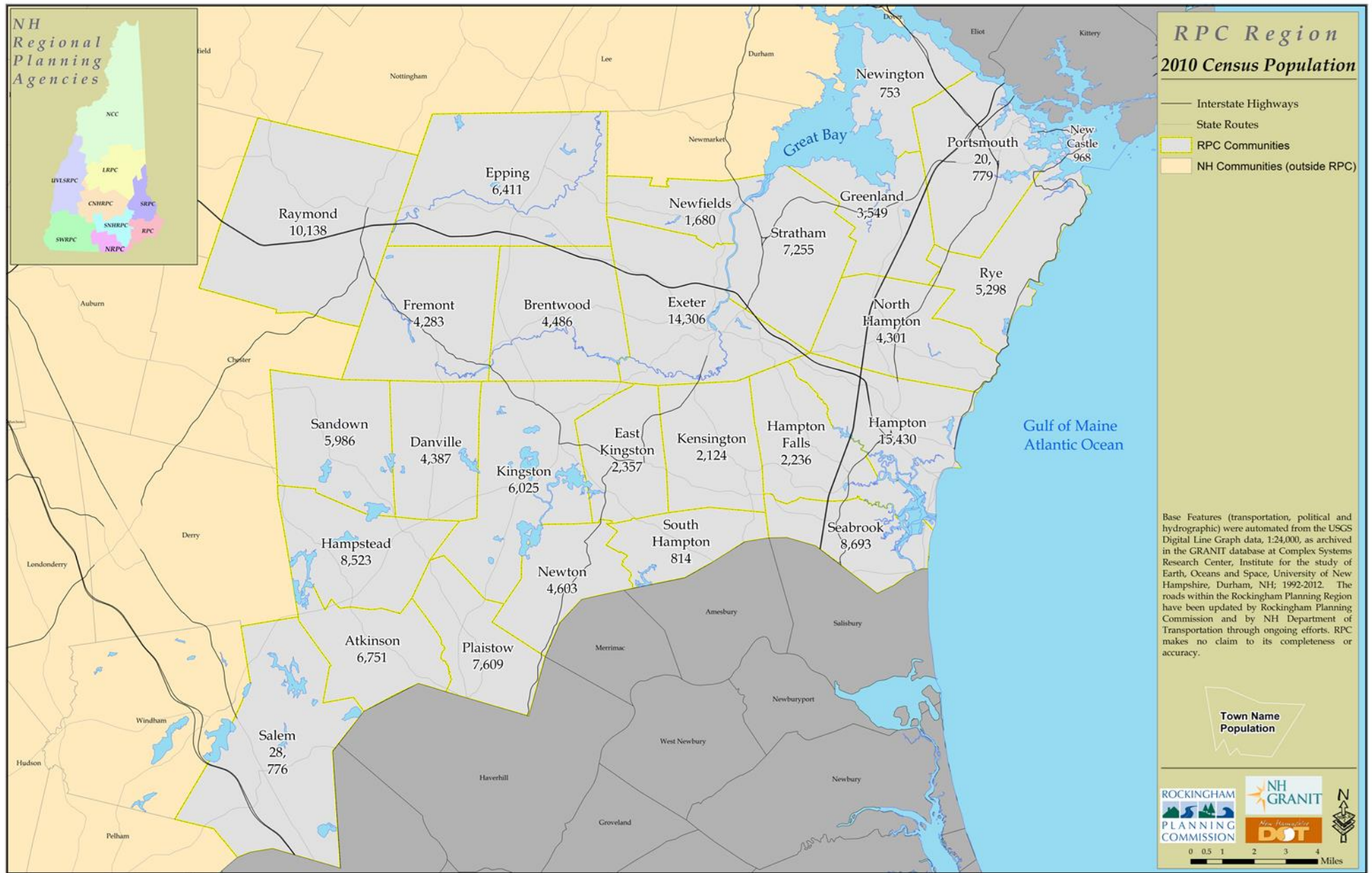
Figures

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

Tables

Table 1. Transportation Program Funding & Expenditures Summary	7
Table 2. Transportation Program Summary Budget	54
Table 3. Transportation Program Detail Budget.....	55
Table 4. Schedule of Tasks and Deliverables	56

Figure 1: RPC Region



Document Path: M:\Images\8.maps\RPC_Map_2010.mxd



Figure 2: LIST OF ABBREVIATIONS and ACRONYMS

Agencies & Organizations

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

Plans and Programs

CEDS	Comprehensive Economic Development Strategy
CMAQ	Congestion Mitigation/Air Quality Program
CMP.....	Congestion Management Process
HPMS.....	Highway Performance Monitoring System



HSIPHighway Safety Improvement Program
JLUSPortsmouth Naval Shipyard Joint Land Use Study
LRTPLong Range Transportation Plan also referred to as the Plan)
MTP.....Metropolitan Transportation Plan (Alternate name for the LRTP)
NFPPNational Freight Performance Program
NHCP.....New Hampshire Coastal Program (Part of NHDES)
NHPP.....National Highway Performance Program
NHS.....National Highway System
PEL.....Planning and Environmental Linkages
PL.....MPO Planning Funds administered by FHWA
RSMSRoad Surface Management Systems
SIPState Implementation Plan (for Air Quality Conformity)
SPR.....State Planning and Research Program
TAPTransportation Alternatives Program
TIP.....Transportation Improvement Program
UPWPUnified Planning Work Program

Federal Legislation

ADA.....Americans with Disabilities Act of 1990
CAAA.....Clean Air Act Amendments of 1990
CFRCode of Federal Regulations
DBE/WBEDisadvantaged Business Enterprises/Women's Business Enterprises
FASTFixing America's Surface Transportation Act (2015-2020)
ISTEAIntermodal Surface Transportation Efficiency Act (1991)
MAP-21Moving Ahead for Progress in the 21st Century (2012)
NAAQS.....National Ambient Air Quality Standards
SAFETEA-LUSafe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for
Users (2005-2011)
TEA-21Transportation Equity Act for the 21st Century (1998-2004)

Committees and Workgroups

BPTAC.....State Bicycle and Pedestrian Technical Advisory Committee
CAW.....Coastal Adaptation Workgroup
NHSG.....NH Seacoast Greenway
RCCRegional Coordinating Council for Community Transportation
SABRSeacoast Area Bicycle Routes
SAC.....Special Advisory Committee on Transportation Needs for the Elderly and
Disabled
SCC.....State Coordinating Council for Community Transportation
SWA.....Southeast Watershed Alliance
TACTechnical Advisory Committee
TPCTransportation Planners Collaborative



Other

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



1 INTRODUCTION

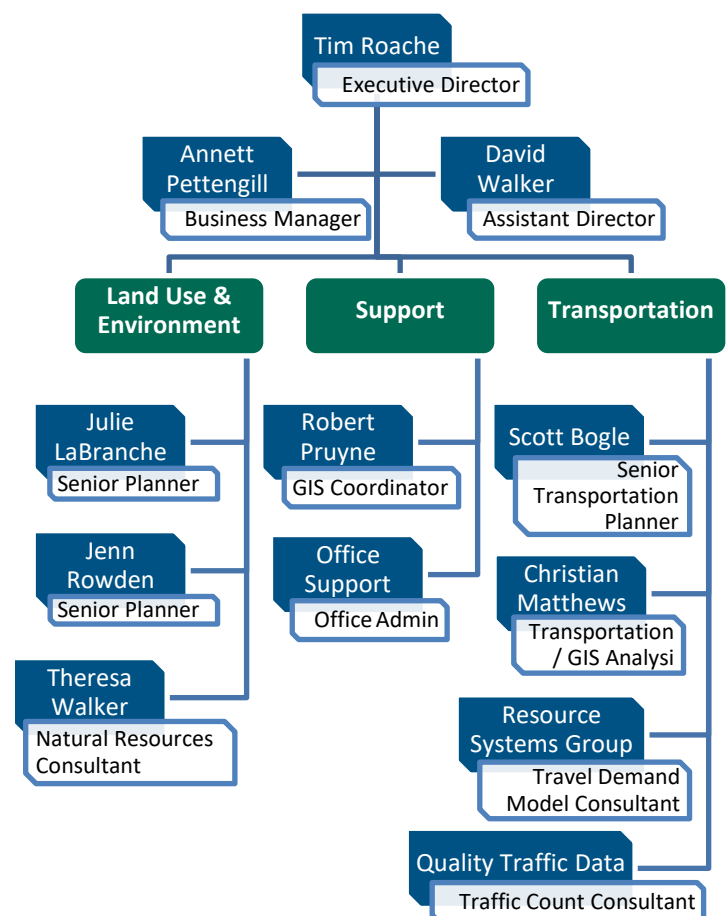
The Unified Planning Work Program (UPWP) of the Rockingham Metropolitan Planning Organization (MPO) specifies the planning priorities, activities, and tasks that the MPO will address during the two-year period, as well as the sources and amount of funding available to accomplish this work. The UPWP is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

The UPWP is developed in coordination with the NHDOT, FHWA, FTA, COAST and CART and the MPO TAC and Policy Committees. A two-year scope is used instead of a single year to be more forward looking and to streamline the contracting process. Accordingly, this UPWP covers the MPO’s planning work anticipated to occur in the ensuing two-year period, from July 1, 2019 to June 30, 2021.

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

Consistent with past programs, this UPWP has been prepared to reflect the ongoing implementation of the Clean Air Act Amendments of 1990 (CAAA), and the last authorized Federal surface transportation act, the [Fixing America’s Surface Transportation \(FAST\) Act](#), passed in 2015. These laws and their implementing regulations mandate a high level of transportation planning and analysis as identified through the general Planning Factors identified in FAST and in the annual emphasis areas suggested by FHWA and FTA. New planning regulations for FAST were finalized in May, 2016 and the MPO will operate under those rules and regulations. In addition, US DOT approved rules for safety performance measures

Figure 3: RPC Organization Chart





(March, 2016), asset management (October, 2016), bridge and pavement condition and performance (January, 2017), and performance of the National Highway System (NHS), Freight movement, and Congestion Mitigation and Air Quality (CMAQ) program (March, 2017) that play an important role in defining the work that the MPO will undertake over the next two years.

1.1 ORGANIZATION OF THE UPWP

The UPWP summarizes the tasks that will be undertaken to support the MPO's planning effort. **Section 1** (This section) provides introductory information regarding the document. **Section 2** provides details regarding the content of the UPWP, and **Section 3** discusses the Planning Priorities being addressed during the next two fiscal years. Each task is identified as part of one of the following work areas that are presented sequentially in **Section 4** along with a description and the related SAFETEA-LU/MAP-21 Planning Factors:

CATEGORY 100 – Administration and Training

CATEGORY 200 – Policy and Planning

CATEGORY 300 – Public Involvement and Coordination

CATEGORY 400 – Plan Support

CATEGORY 500 – Technical Assistance and Support

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

- Objectives
- Proposed Activities
- Work products and schedules

Following the detailed discussion of the work tasks. **Section 5** describes the other transportation planning activities that the MPO is involved with outside of the UPWP contract. The final section of the document, **Section 6**, provides tables that detail the funding sources, cost and distribution of hours, and scheduling of tasks for the two fiscal years.



2 CONTENTS OF THE UPWP

Section [450.308](#) of the Metropolitan Planning Rules (which implement the Metropolitan Planning requirements of FAST) specifies that a UPWP should be developed cooperatively with the State (NHDOT) and the public transportation operators in the MPO area (COAST and CART) and should document and address the following elements:

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

In addition, NHDOT has issued guidance on the contents of this UPWP which requests additional details regarding identification of completion dates and deliverables for tasks that are not ongoing.

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

2.1 DEVELOPMENT OF THE UPWP

The format and general contents of the UPWP were established by consensus of Federal, State, and Regional agencies in 2010. Minor modifications have been made to this structure have been made since then to accommodate new tasks. Budget information for the 2020-2021 period was provided to the RPC by NH DOT in December 2018 and work began on developing a draft UPWP at that time. An initial draft document and budget was completed and provided to NH DOT, FHWA, and FTA on February 15, 2019 for review and comment. The RPC Transportation Advisory Committee reviewed and recommended approval of the draft UPWP on March 28, 2019 and this was followed by approval from the MPO Policy Committee on April 10, 2019. Adjustments to budgets and activity descriptions continued during the approval process to reflect updated information.

2.2 PREVIOUS WORK

The proposed UPWP is, for the most part, the extension and continuation of past transportation planning work in the region. In some cases, the work is part of an ongoing and/or mandated process, such as the support for Policy and TAC committees, traffic data collection, model maintenance, or TIP and Plan maintenance. In other cases, it is a specific project or task with definable start and end points, as with the development of a Congestion Management Process (CMP), completion of a corridor study, development of FAST compliant planning documents, and the identification of specific tasks to address the 2019-2020 Planning Emphasis Areas identified by FHWA and FTA. In



preparing the UPWP the status of all ongoing and carryover work was evaluated, including a review of the MPO UPWP Performance Report for FYs 2016-2017 (the last completed UPWP), the most recent MPO Planning review conducted by FHWA and FTA (January, 2017), and the most recent mid-contract UPWP review conducted with NHDOT (July, 2018).

2.3 MPO CORE FUNCTIONS

FHWA's [Transportation Planning Process Briefing Book](#) establishes that MPOs

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

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

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

1. **Establish a setting for effective decision-making** regarding transportation needs and priorities. This function is supported in the Rockingham Planning Commission region primarily through the Transportation Advisory Committee (TAC) and MPO Policy Committee, and secondarily through outreach to local officials and transportation stakeholders
2. **Identify and evaluate transportation improvement options.** This is supported through data analysis, corridor or other special studies, and through the application of general planning methods.
3. **Prepare and maintain a Metropolitan Transportation Plan** that has a 20+ year horizon. The Plan is intended to be responsive to the 10 planning factors [discussed below] and includes other specific content requirements.
4. **Develop a fiscally constrained Transportation Improvement Program (TIP)** that identifies project priorities drawn from the Long Range Transportation Plan
5. **Identify performance measure targets and monitor whether implemented projects are achieving targets.** This includes preparation of a System Performance Report as part of the Long Range Plan update process.
6. **Involve the public**, both general and specifically affected constituencies, in efforts related to each of the core functions above.

In addition to these functions, MPOs must also cooperate with the State, the region's public transportation providers and municipalities to create an effective regional transportation planning process. This includes the function of coordinating the Long Range Transportation Plan, the TIP with the State Ten Year Plan and the STIP. New Hampshire MPOs are also called upon to participate in and contribute to statewide transportation initiatives, such as the interregional corridor and major



facility studies, the state air quality planning process, regional community transportation coordination, CMAQ and TAP project evaluation processes, cooperative data collection efforts, and others. Other tasks in the UPWP support work related to “Planning Emphasis Areas” that are periodically established by the FHWA and FTA. In addition, the MPO Policy Board from time to time establishes specific priority tasks that it determines are a priority for the region. While not technically ‘core functions’ from a Federal perspective these additional functions and tasks are necessary to effectively address “3C’s” transportation planning in our region and the State.

The objective of the UPWP is to support the fulfillment of the six core MPO tasks, and the secondary task as described. The work identified in this document directly or indirectly supports that objective.

2.4 PLANNING FACTORS AND REQUIREMENTS OF THE FAST ACT

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

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

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

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

Fundamental to the MPO planning process it that it be “*continuous, cooperative, and comprehensive*” [3Cs Process], and each project, strategy, and service of the MPO must provide for



consideration and implementation of the ten planning factors established in FAST:

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

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

- the statewide planning process;
- Intelligent Transportation Systems (ITS) architectures;
- Coordinated Public Transit-Human Services Transportation Plan(s);
- the Strategic Highway Safety Plan, and transit safety and security plans and programs
- the cooperative development of a Congestion Management Process involving adjacent MPOs and NHDOT;

The tasks identified within the FY 2020-2021 UPWP are consistent with the Planning Factors, transportation planning emphasis areas and the Goals and Objectives as identified in the Rockingham MPO Long Range Transportation Plan. They are intended to facilitate the effective and efficient implementation of the Plan and Transportation Improvement Programs for the MPO area.

2.5 UPWP FUNDING

The Unified Planning Work Program for the Rockingham MPO is primarily funded by the Federal



Highway Administration (FHWA) through the Metropolitan Planning (PL) and the State Planning and Research (SPR) programs, and Federal Transit Administration (FTA) through the 5303 Program via a unified planning grant under FHWA purview. Federal sources, which pass through NHDOT, are subject to a 20% match of state and/or local funds as shown in **Table 1**. Half of this match is currently provided by local revenues from the Rockingham Planning Commission (RPC) communities, while the remainder utilizes Turnpike Toll Credits from NHDOT to satisfy the match requirements in place of funds. **Table 2** shows the distribution of personnel resources to UPWP tasks. The anticipated schedule for work tasks and deliverables are shown in **Table 3**.

Table 1: UPWP Funding & Expenditures Summary

Revenue					
Funding Source	UPWP Total	FY 2020	% of Funding	FY 2021	% of Funding
2018-2019 FHWA PL Funds	\$793,958	\$396,979	65%	\$396,979	65%
FTA 5303 Planning Funds	\$204,296	\$102,148	17%	\$102,148	17%
State Planning & Research Funds	\$105,900	\$52,950	9%	\$52,950	9%
Total Federal Funds	\$1,104,154	\$552,077	90%	\$552,077	90%
RPC Match (Local funds)	\$122,684	\$61,342	10%	\$61,342	10%
DOT Match*	\$-	\$-		\$-	
Total Available Funding	\$1,226,838	\$613,419	100%	\$613,419	100%

* NHDOT match is in the form of Turnpike Toll Credits which help to offset the match requirement for the Federal funding but provide no actual revenues.

Expenditures						
Work Area	FY 2020			FY 2021		
	Total	Personnel	Non-Personnel	Total	Personnel	Non-Personnel
Category 100: MPO Administration	\$73,333	\$69,633	\$3,700	\$71,925	\$68,201	\$3,724
Category 200: Policy & Planning	\$212,863	\$210,372	\$2,491	\$207,955	\$205,380	\$2,575
Category 300: Public Involvement	\$59,398	\$58,498	\$900	\$62,445	\$61,545	\$900
Category 400: Planning Support	\$163,684	\$112,306	\$51,378	\$160,816	\$107,413	\$53,403
Category 500: Technical Assistance	\$104,216	\$102,641	\$1,575	\$110,429	\$108,704	\$1,725
UPWP Total	\$613,495	\$553,451	\$60,044	\$613,569	\$551,242	\$62,327



3 PLANNING PRIORITIES

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

- The requirements for implementing the provisions of the FAST Act, and current Metropolitan Planning Rules ([23 CFR 450](#)).
- The requirements and schedule of the State Ten Year Plan process
- Consultation with staff from FHWA, New Hampshire Division, FTA Region I, NHDOT Bureau of Planning and Community Assistance, COAST, and CART.
- Consultation with the MPO Technical Advisory Committee and Policy Committees.
- Addressing findings and recommendations made during the most recent MPO Planning Review conducted by FHWA and FTA in November 2017.
- Completion of certain tasks begun under the previous UPWP.
- The specific needs and circumstances of the MPO.

3.1 NEW HAMPSHIRE PLANNING EMPHASIS AREAS

During the preparation of the UPWP, the FHWA New Hampshire Division Office and FTA Region I Office recommended that nine New Hampshire emphasis areas be addressed as planning priorities. The priorities that have been developed for the RPC region are the following:

1. ***Compliance with all metropolitan planning and programming requirements:*** The UPWP should continue to identify resources and work elements as necessary to ensure that the MPO incorporates the Planning Factors into transportation planning activities and complies with statewide and metropolitan planning and programming requirements.
2. ***Performance Based Planning & Programming Requirements.*** The UPWP should include work elements and activities that support continued cooperative data collection, development, and monitoring of required performance measures and targets. In addition, ensure that the MOU between NHDOT, New Hampshire MPOs, and transit operators incorporates all federally required performance measures.
3. ***Urbanized Area Set-asides, Suballocation, and Project Selection.*** The UPWP should include the necessary resources to work collaboratively to ensure that the established framework of set-asides, suballocation and project selection requirements are implemented.
4. ***Congestion Management Process implementation.*** UPWP work elements should support the data collection and monitoring efforts necessary to update and implement a Congestion Management Process (CMP) that is consistent with federal requirements and that addresses recommendations from the most recent MPO Planning Review.



5. **Freight Planning.** The MPO is encouraged to 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.
6. **Fiscal Constraint and Financial Planning.** The UPWP should identify resources and work elements necessary to ensure that the Long Range Transportation Plan and Transportation Improvement Program include financial plan documentation and processes that meet the requirements of the FAST Act and the Metropolitan Transportation Planning Rules.
7. **Metropolitan Travel Demand Model Maintenance.** The UPWP should identify the resources and work elements necessary to ensure that the MPO is maintaining the function and capacity of the travel demand model and keeping it up-to-date and developing applications to utilize the model in transportation planning functions. This includes working collaboratively to implement a Household Travel Survey.
8. **Data Collection for HPMS/Performance Measures, and CMP.** The UPWP must include the resources and work elements as necessary to provide for MPO involvement in the complete traffic counting, pavement condition monitoring, and other activities and data for maintaining New Hampshire's statewide HPMS data and meeting performance-based planning requirements.
9. **Project Monitoring.** The UPWP should identify resources and work elements as necessary to support effective project monitoring and the development of MPO annual listing of obligated highway, bike/pedestrian and transit projects.

Along with the ten FAST Act Planning Factors, these areas of emphasis have been integrated into the UPWP tasks discussed in Section 4.0 and apply to each task as shown in **Figure 4**.

3.2 MPO PLANNING PRIORITIES

In addition to the focus provided by the Federal Planning Factors and the emphasis areas from FHWA and FTA, there are a few areas that the MPO finds important to address. The priorities that have been developed for the RPC region from these various efforts are the following:

- A. **Climate Change, Climate Adaptation and Resiliency and, Stormwater Impacts.** It is a priority of the MPO to continue planning efforts that address the potential impacts of climate change, sea-level rise, storm surge and extreme precipitation on the region, as well as the development of mitigation, adaptation, and resiliency strategies. Another emerging issue of high concern is the impact of stormwater on infrastructure management and investment, local flooding, water quality and aquatic habitat. The region has benefited from several local, regional, and state studies and reports that have helped to identify challenges and strategies for further consideration in the planning process. It is critical that the MPO continue to build on these efforts to support the long-term viability of the region.



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

Category & Task	Federal Planning Factors										FHWA/FTA Emphasis Areas									MPO Priorities	
	1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	A	B
CATEGORY 100: MPO ADMINISTRATION																					
Task 101 Accounting & Invoices																					
Task 102 MPO Program Administration	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 103 Staff Training	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 104 Indirect Cost Rate Adjustment																					
Task 105 Performance Measures	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CATEGORY 200: POLICY AND PLANNING																					
Task 201 State Ten Year Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 202 Planning & Environmental Linkages	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 203 Transportation Planners Collaborative	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 204 Interagency Consultation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 205 Transportation Improvement Program	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 206 Congestion Management Process	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 207 Intelligent Transportation Systems	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 208 Metropolitan Transportation Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 209 Transportation Conformity	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 210 State Long Range Transportation Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 211 Bicycle and Pedestrian Planning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CATEGORY 300: PUBLIC INVOLVEMENT																					
Task 301 Technical Advisory Committee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 302 Planning Commission Meetings	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 303 Public Participation Plan																					
Task 304 Public Outreach	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 305 MPO Policy Committee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CATEGORY 400: PLAN SUPPORT																					
Task 401 Traffic Counts	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 402 SADES RSMS	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 403 Geographic Information Systems	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 404 Demographics	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 405 Equipment & Supplies																					
Task 406 Travel Demand Model	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 407 Memberships & Subscriptions	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CATEGORY 500: TECHNICAL ASSISTANCE																					
Task 501 Local and Regional Assistance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 502 Statewide Assistance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 503 Local Project Administration Assistance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 504 Special Projects	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 505 Regional Coordinating Councils	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Task 506 Transit Assistance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

- B. **Livability and Sustainability.** The Long-Range Transportation Plan and the MPO planning process are built upon livability and sustainability principles emphasizing integrating all transportation modes with human scale environments, benefits and services. This includes supporting planning activities for public transit, bicycle, and pedestrian transportation, and efforts to address integrated land use, environmental protection, economic development, and transportation planning.
- C. **Congestion Management Process:** The original Congestion Management Process (CMP) adopted by the MPO in 2010 needs to be updated to reflect current data collection methodologies, the new Federal Performance-Based Planning process, and current thinking on congestion management.



4 CATEGORY & TASK DESCRIPTIONS

Section 4 of the UPWP contains the detailed descriptions of the five work categories. The narrative for each includes the general purpose of the category and the tasks included under each. The task areas list the objective as well as the proposed activities and expected work products. Specific budgeting information related to these categories is include in tables at the beginning of the document which establishes the time and funding allocated to the specific tasks as well as the general timeframe and schedule in which they will be worked on. The RPC is the lead agency on all tasks except for where specifically noted in an activity or work product. Some work products and activities are dependent upon the actions and activities of partner agencies

CATEGORY 100: MPO ADMINISTRATION

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

TASK 101 — ACCOUNTING AND INVOICES

Objective

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

Activities

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

Work Products

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



TASK 102 — MPO ADMINISTRATION

Objective

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

Activities

- 1. Development of and Amendments to Unified Planning Work Program:** The development, implementation, modification of and administration of the MPO Unified Planning Work Program (UPWP). The MPO staff work cooperatively with NHDOT, FHWA, FTA and regional transit operator to formulate the UPWP, incorporating new planning needs, requirements and emphasis areas. Occasionally changes to the UPWP are required to adjust the document to fit unanticipated needs or shifting timeframes or priorities. This can take the form of a budget adjustment, redistribution of funding/resources between categories of work, or adding/removing of work tasks. Minor revisions may occur multiple times over the course of the UPWP with larger modifications or amendment processed much less frequently each cycle.
- 2. UPWP Administration:** General administrative tasks relevant to the fulfillment of the FY 2018-2019 MPO Unified Planning Work Program and to ensure compliance with federal and state regulations. This includes completion of timesheets and monthly work program reports, attendance at staff meetings, attendance at coordination meetings with NHDOT and other agencies, and other administrative tasks.
- 3. Contract Management:** Tasks related to the conduct of the UPWP contract and any related sub-contracts and agreements and related procurement process. Includes meetings with NH DOT to discuss UPWP contracts, maintenance of the DBE program and goals, and Title VI implementation.
- 4. MPO Prospectus Updates:** Update, as needed, the MPO Prospectus document which has three functions; establish the federally mandated “3C” transportation planning process, defines the roles and responsibilities of the various Federal, State, Regional, and local agencies involved in the MPO, and it documents the interagency agreements between involved agencies.
- 5. UPWP Administration Guidance Document:** The NHDOT is in the process of developing a uniform guidance document for the administration of MPO and RPO UPWPs in New Hampshire. To ensure input from MPOs the NHDOT has requested that several MPO and RPO staff participate in a working group to refine the existing draft document. One RPC staff member will participate.



Work Products

- Approved UPWP for Fiscal Years 2022 and 2023
- Minor revisions, modifications, and amendments to the UPWP for Fiscal Years 2020 and 2021 as needed.
- Monthly Work Program Reports and other required reporting
- Completed employee timesheets
- DBE Program and goal analysis (as needed)
- Revised RPC internal procurement guidelines, model RPF, RFQ, and third-party contract.
- Revisions and Amendments to the MPO Prospectus (as needed)

TASK 103 — STAFF TRAINING

Objective

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

Activities

1. **Conferences, Seminars, and Workshops:** Continued training of MPO planning staff through attendance at transportation related conferences, workshops, and seminars with content having relevance to the work program. Emphasis will continue to be placed on travel demand modeling/scenario planning, highway capacity, traffic impact analysis and land use/transportation interrelations, bicycle, pedestrian and transit planning, and adaptation or resiliency planning. Attending at least one national transportation conference each year such as the Transportation Research Board (TRB) Annual Meeting, Tools of the Trade Conference, Access Management Conference, or Planning Applications Conference, Association of Metropolitan Planning Organizations (AMPO) and/or National Association of Regional Councils (NARC) national transportation planning conferences will be emphasized. Attendance at other conferences and/or training workshops with content relevant to transportation planning may include the American Planning Association (APA), Northern New England Chapter of the APA (NNECAPA), PREP Estuaries Conference, the New England Interstate Water Pollution Control Commission (NEIWPCC), NH Municipal Association Road Law training, Urban and Regional Information Systems Association (URISA), National Bike Summit, Association of Pedestrian and Bicycle Professionals (APBP), Community Transportation Association of America (CTAA), and the New England Bicycle/Pedestrian Summit.
2. **Model/Software Training:** Specialized training for transportation modeling staff in the



theory and application of travel demand modeling as well as the specific workings of the MPO regional Travel Demand Model through the MPO model Consultant (RSG) or through Caliper Software (TransCAD). Training in other specialized software relevant to the business of the MPO such as the EPA MOVES, Synchro, Highway Capacity Software, GIS networking software, scenario planning models, or others as opportunities arise.

Work Products

- None

TASK 104 — INDIRECT COST RATE

Objective

The development and monitoring of the Indirect Cost Rate in accordance with 2 CFR 200 as a predetermined fixed indirect cost rate to be used as the basis of monthly billing and cost allocation and adjusted post-audit.

Activities

1. **Development of Predetermined Indirect Cost Rate (ICR):** The MPO will work with NHDOT to develop a fixed indirect cost rate to be utilized for the duration of the 2022-2023 UPWP.

Work Products

- Approved Predetermined ICR for the 2022-2023 UPWP period.

TASK 105 — PERFORMANCE MEASURES

Objective

To understand and measure agency performance implementing the requirements of the transportation planning process in terms of completing efforts listed in the UPWP through the mid-contract UPWP progress reviews completed just after the first year, FHWA/FTA Planning Reviews which occur every four years, and the UPWP Performance Report completed immediately after the end of each two-year work program cycle.



Activities

1. **UPWP Performance Report:** The MPO UPWP performance report provides an assessment of tasks completed and progress made on efforts undertaken during the previous UPWP contract (FY18-19 UPWP). This document also includes an explanation of tasks not completed or carried over to the current UPWP. The materials utilized to prepare for the mid-term progress review will be utilized as the Performance Report for the first half of the UPWP contract (Year 1).
2. **Planning and Progress Reviews:** Prepare for and meet with NHDOT, FHWA, and FTA as requested to discuss progress on the current UPWP and any ongoing issues and concerns with work to date. NHDOT UPWP mid contract reviews are expected to occur in the spring/summer of 2020; the FHWA/FTA planning review is not expected to be scheduled until the fall of 2021.

Work Products

- MPO UPWP Performance Report for the FY 2018-2019 work program due 90 days after the close of the fiscal year (September 28, 2019)
- Materials prepared for the UPWP Mid-term review meeting with NHDOT (Summer 2020)



CATEGORY 200: POLICY AND PLANNING

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

TASK 201 —STATE TEN YEAR PLAN

Objective

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

Activities

1. **Ten Year Plan Process:** Participation in meetings with NHDOT discussing the Ten Year Plan Process and timelines as well as developing/revising project selection criteria and other guidance for RPCs and communities.
2. **GACIT Ten Year Plan Hearings:** Participation in the hearings and efforts of the Governor's Advisory Council on Intermodal Transportation related to the adoption of the State Ten Year Plan. This also includes comments/response to the draft Ten Year Plan and development of a list of priority projects that the MPO recommends be added to the Ten Year Plan.

Work Products

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



TASK 202 — PLANNING AND ENVIRONMENTAL LINKAGES

Objective

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

Activities

- 1. Participation in Southeast Watershed Alliance (SWA) and the Stormwater Coalition:** RPC staff will continue participation in the SWA (approximately 10 meetings per year) and provide technical assistance regarding stormwater management and non-point source pollution. Within the SWA is the Stormwater Coalition which assists communities in meeting Phase II of the National Pollutant Discharge Elimination System Federal Stormwater Regulations and the Municipal Separate Storm Sewer System (MS4) requirements which is primarily concerned with managing roadway drainage and runoff.
- 2. Planning and Environmental Linkages:** The intent of the Planning and Environmental Linkages (PEL) approach is that information, analysis, and work products developed during the planning process be utilized to inform the NEPA review process. With each update to the LRTP, the MPO collaborative and integrated approach to transportation planning and project development creates more economically, environmentally, and socially sustainable transportation projects. Continued work in this area includes consultation with Resource Agencies regarding Long Range Transportation Planning and ensuring that planning products meet the conditions necessary to be utilized as part of the NEPA review process going forward.
- 3. Coastal Adaptation Workgroup (CAW):** Participation in approximately 10 meetings per year of the Coastal Adaptation Workgroup. RPC Staff will continue to participate in the Coastal Adaptation Workgroup which assists New Hampshire Coastal communities with training and education in preparing for natural hazard and climate change impacts. The goal of CAW is to help coastal communities develop and implement adaptation strategies through training, education, technical assistance, and outreach. Projected sea level rise, increased storm activity and severity will impact the transportation system of seacoast communities. RPC staff needs to have a full understanding to provide support via transportation planning and project recommendations as much transportation network of the RPC region is susceptible to impacts from sea level rise and increased storm activity. This information is utilized in both the development of the Long Range Transportation Plan and the project selection process for the Plan and the Ten Year Plan.
- 4. Climate Change Initiatives:** Further incorporate consideration of climate change mitigation and adaptation into the MPO Planning Process. In cooperation with other



agencies, participation in research, assessments, working groups, and other efforts to understand the vulnerability of the region to climate change, to understand the impacts of climate change, and help communities minimize its negative consequences and increase their resilience.

5. **Transportation System Resiliency:** Continue to build on previous efforts and develop approaches to build transportation system resilience to extreme weather events, a changing climate, and future environmental conditions. This will be accomplished through expanding stakeholder engagement and coordination with relevant agencies and other entities, and integration into the Long Range Transportation Plan.
6. **Hazard Mitigation:** Use the Regional Master Plan, regional vulnerability assessments, climate change projections and other resources to better integrate hazard mitigation into the MPO Long Range Transportation Plan.

Work Products

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

TASK 203 — TRANSPORTATION PLANNERS COLLABORATIVE

Objective

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

Activities

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

Work Products

- Materials prepared for discussion or presentation at TPC meetings.



TASK 204 — INTERAGENCY CONSULTATION

Objective

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

Activities

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

Work Products

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

TASK 205 — TRANSPORTATION IMPROVEMENT PROGRAM

Objective

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

Activities

1. **MPO Transportation Improvement Program Development:** The development of the MPO TIP occurs in cooperation with NHDOT and with the other New Hampshire MPOs on a biennial schedule and incorporates a number of activities to be compliant with 23 CFR Part 450, Subpart C:
 - Evaluating Regional Project Needs: Assessing regional transportation improvement needs using input from the Long Range Plan, the Congestion Management Process (CMP), the travel demand model, corridor plans and other studies, as well as from



NHDOT and other parties. This analysis is utilized to identify projects appropriate for inclusion in the Long Range Plan, State Ten Year Plan, and TIP.

- **Project Development:** Work with project applicants and NHDOT with application development and project implementation.
 - **TIP Preparation:** The preparation and adoption of the TIP, including Air Quality Conformity determination, financial constraint analysis, and a summary of results from prior TIPs. This also includes ensuring consistency between the TIP and the project specific element of the Long Range Transportation Plan and regional air quality conformity analysis.
 - **Performance Report:** The TIP must incorporate a report that identifies established performance measures and targets as well as an assessment of the impact of the TIP towards advancing those targets.
- 2. *Transportation Improvement Program Administrative Adjustments:*** TIP Administrative Adjustments are minor revisions to the projects included in the TIP and are presented on a monthly basis. These changes must meet certain criteria outlined in the STIP/TIP revision process and must be evaluated and processed by the MPO in accordance with MPO TIP revision procedures.
- 3. *Transportation Improvement Program Amendments:*** Full Amendments to the TIP are proposed quarterly or biannually and are composed of all project changes that cannot be processed as Administrative Adjustments according to the STIP/TIP Revision Procedures. In some cases, Amendments also must include changes to the Air Quality Conformity Determination, the fiscal constraint documentation, and/or the Long Range Plan, The MPO must evaluate and process Amendments according to the TIP Revision procedures.
- 4. *List of Obligated Projects:*** Obligated projects are those that FHWA or FTA have committed to reimbursing a share of the cost of implementation and the MPO is required to annually produce a listing for all projects in the region for which Federal funds were obligated during the previous fiscal year.

Work Products

- Monthly TIP Administrative Adjustment approvals submitted to NHDOT.
- TIP Amendment approvals submitted to NHDOT as approved.
- Draft 2021-2024 Transportation Improvement Program
- Approved 2021-2024 Transportation Improvement Program
- MPO TIP Performance Report
- TIP project database that reflects project changes from Amendments and Administrative Adjustments and can produce up-to-date project tables.



- FY 2019 List of Obligated Projects (December 2019)
- FY 2020 List of Obligated Projects (December 2020)

TASK 206 — CONGESTION MANAGEMENT PROCESS

Objective

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

Activities

1. **Congestion Management Process (CMP):** The MPO Congestion Management Process (CMP) is a tool for understanding regional traffic congestion and providing information on transportation system performance. A CMP must measure multi-modal transportation system performance, identify the causes of congestion, assess alternative actions, recommend cost-effective actions to implement, and evaluate the effectiveness of implemented actions. The MPO will utilize data from traffic counts, the National Performance Management Research Data Set (NPMRDS), and other resources as necessary to conduct an analysis for the region.

Work Products

- Updated Congestion Management Process (Anticipated January 2020).
- Analysis of travel time data from the NPMRDS to identify congested locations and assess system performance
- Regional level crash data analysis to complement congestion analysis and identify locations susceptible to frequent non-recurring congestion.
- Regional CMP Report (Anticipated July 2021 and during odd numbered years after)

TASK 207 — INTELLIGENT TRANSPORTATION SYSTEMS (ITS)

Objective

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



Activities

1. **Regional Intelligent Transportation Systems Architecture:** Maintenance and any required updates of the regional ITS architecture and Strategic Plan for the Strafford and Rockingham MPOs.
2. **Participation in Incident Management Systems:** There are active Incident Management Systems efforts occurring for the Spaulding Turnpike, I-93, and I-95 that the MPO can participate in as needed or requested.

Work Products

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

TASK 208 — METROPOLITAN TRANSPORTATION PLAN

Objective

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

Activities

1. **Maintenance of the 2045 Long Range Transportation Plan:** Incorporate updates to the Long Range Transportation Plan necessary to maintain consistency with the 2019-2022 TIP.
2. **Transportation Plan Update:** Carry out the update of the Rockingham MPO Transportation Plan in conjunction with development of the 2021-2024 TIP and the 2021-2030 Ten Year Plan. Work will be focused in several areas: (1) further integration of performance-based planning, including continued refinement of supplemental measures not required by FHWA and FTA; (2) development of additional project details for transportation projects; (3) integration of Planning and Environmental Linkages approach; as well as (4) further addressing system resiliency, and climate change impacts and adaptation approaches.
3. **Integration of Performance-Based Planning:** Federal regulations require the implementation of a performance-based transportation planning process. This has been started and will require ongoing efforts to integrate performance measures, targets, and related data collection and analysis efforts into the MPO Long Range Transportation Plan. The full consideration of performance-based planning also requires coordination with an expanded set of planning partners that include NHDOT, NH Department of Safety (NHDOS), NH Department of Environmental Services (NHDES), the other three NH MPOs, Maine DOT



and the Southern Maine Planning and Development Commission (SMPDC), as well as MASS DOT and the Merrimack Valley Planning Commission (MVPC).

4. **HSIP Performance Targets:** The MPO must adopt performance targets for the Highway Safety Improvement Program (HSIP) annually and within 180 days after NHDOT establishes statewide HSIP performance targets. This process requires coordination with the NHDOT, New Hampshire Department of Safety (NHDOS), FHWA, and the other New Hampshire MPOs. These targets must be integrated into the TIP and LRTP.
5. **Pavement and Bridge Condition Performance Targets:** MPOs are required to establish 4-year Pavement and Bridge conditions on the National Highway System within 180 days of the State target setting. MPOs have the option to support the statewide targets or to establish their own for each of the pavement and bridge measures and these targets are updated every two years and must be included in the System Performance Report component of the TIP and LRTP.
6. **System Reliability Performance Targets:** The System Performance Final Rule, effective, May 20, 2017, establishes six measures in three performance areas to carry out the National Highway Performance Program (NHPP), the National Highway Freight Program (NHFP) and Congestion Mitigation and Air Quality Program (CMAQ). As the MPO region is in attainment for air quality and is not an urbanized area of over 1 million people, the (3) CMAQ measures are not utilized at this time. The MPO is required to establish 4-year targets for the three NHPP and NHFP measures and did so in 2018. These targets can be modified at the mid-point in 2020 and are required to be integrated into the TIP and LRTP.
7. **Transit Asset Management (TAM) Performance Targets:** The Transit Asset Management (TAM) rule required Transit Agencies to set targets for their assets by January 1st, 2017 for the following fiscal year, and Metropolitan Planning Organizations (MPOs) to set regional targets 180 days after that. The targets deal with 4 broad areas of asset categories; Equipment, Rolling Stock, Infrastructure, and Facilities and the RPC is required to renew TAM targets with each update of the LRTP.
8. **Livability/Sustainability:** Integrate livability and sustainability principles into the Long Range Plan to encourage expanded transportation choices, sustainable economic and land use development patterns, and leverage existing investments in infrastructure and communities. Integrate transportation planning to enhance quality of life, support open space and recreation, provide environmental and social justice equity, support employment opportunities, protect critical natural resources and ecosystem services, and improve public health and safety.
9. **Fiscal Constraint Analysis:** The MPO must coordinate with NHDOT and the other New Hampshire MPOs to develop an analysis of projected revenues and expenditures by year for the region. This will include developing a budget of funds reasonably expected to be available in the region on which to base project specific recommendations and sequencing.



- 10. Transportation Project Development:** The MPO continues to refine the project solicitation and development process for the Long Range Plan to provide more thorough and up-to-date information regarding scope, cost, and impacts to better facilitate the project prioritization process.
- 11. Environmental Mitigation, Climate Change, Adaptation and Resiliency:** The FAST Act (and its predecessors) requires that the MPO include discussions of environmental mitigation within the Long Range Plan. The MPO continues to revise and refine these discussions, to maintain up-to-date information regarding potential areas of mitigation (e.g. emissions reductions, reduced VMT, expansion of public transit, increased use of alternative modes, efficiency), and to maintain consistency with State, regional, and local environmental planning efforts. This component of the plan will also be expanded to include discussion of the impacts of climate change on land use, environment and transportation in the region, methods of adapting to the changing conditions, and reducing flood risk and impacts, , as well as building transportation and infrastructure systems that are resilient against extreme weather and the impacts of climate change and minimize environmental impacts. Related activities include presentations of RPC projects at local, regional, state and national conferences, workshops, webinars and other public events.
- 12. Latest Planning Assumptions:** Ensure that the population and employment projections included in the Long Range Plan and Air Quality Conformity Analysis to include the most up-to-date information available and are consistent with State estimates for the communities and region. Continue to refine the distribution model for the region.
- 13. Project Selection Criteria:** Limited financial resources require that a set of criteria be in place to evaluate and prioritize projects to most effectively utilize available funding. The RPC project selection process and criteria continually need to be revised and updated to reflect new considerations, methodologies, and to maintain consistency with the State Ten Year Plan process.
- 14. Project Programming Targets:** Working with NHDOT and the other MPOs/RPCs to establish transportation project programming budgets that reflect the likely investment in the transportation system in the MPO region.
- 15. Freight:** Update and expand discussion of freight in the region to reflect the new national emphasis on goods movement and the recently approved Statewide Freight Plan. Work with the Statewide Freight Advisory Committee to ensure that regional freight goals and objectives reflect statewide goals and objectives.

Work Products

- Amendments to the Long Range Plan (as necessary)
- Expanded project identification and development process to provide improved information for Long Range Plan and Ten Year Plan priority setting.



- Revised project selection criteria consistent with NHDOT and the other Planning Commissions and criteria weights as established by the MPO for the State Ten Year Plan.
- Development and maintenance of a transportation project database.
- Updates to transportation related chapter(s) of the Regional Master Plan and related efforts (None expected during the 2018-2019 UPWP)
- Fiscal Constraint Analysis for the Long Range Transportation Plan
- Long Range Transportation Plan Performance Report
- Annual HSIP Targets (by February 27 each year)
- Pavement and Bridge Condition (PM2) performance targets (2020 update)
- Transit Asset Management (TAM) performance targets (update with LRTP)
- System Reliability Performance Targets (2020 update)
- Supplemental Performance Targets for areas not included under the required federal performance areas.

TASK 209 — AIR QUALITY CONFORMITY

Objective

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

Activities

1. In 2013 all of New Hampshire became unclassifiable/attainment for the 2008 8-Hour Ozone National Ambient Air Quality Standard (NAAQS) and in 2015, the 1997 8-Hour Ozone NAAQS was revoked for all purposes, including transportation conformity, thus releasing the Boston-Manchester-Portsmouth (SE) NH area from the requirement to demonstrate transportation conformity of transportation plans. A decision of the U.S. Court of Appeals for the District of Columbia Circuit requires that, as of February 16, 2019, transportation conformity for the 1997 ozone NAAQS will again apply in the Boston-Manchester-Portsmouth (SE) NH “Orphan Area” (South Coast Air Quality Management District v. EPA). Therefore, RPC will be required to demonstrate conformity for the 1997 ozone NAAQS for any plans approved after February 16, 2019. This will require additional coordination and consultation with NHDOT, NHDES, FHWA, FTA, EPA, and the other NH.



Work Products

- Air Quality Conformity Analysis for the MPO TIP & Long Range Transportation Plan, and Amendments to those documents, as necessary.

TASK 210 — STATE LONG RANGE TRANSPORTATION PLAN

Objective

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

Activities

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

Work Products

- MPO Comments on draft State Long Range Transportation Plan

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.

Activities

1. **General Regional Bicycle/Pedestrian Planning:** Respond to requests from MPO communities for assistance in planning bicycle and pedestrian facilities. Work with NHDOT, other RPCs, TransportNH, the Bike/Walk Alliance of NH, Seacoast Area Bicycle Routes (SABR) and municipal partners to implement a bicycle and pedestrian traffic counting program.
2. **State Complete Streets Advisory Committee:** Participate in various initiatives of the NHDOT



Complete Streets Advisory Committee (CSAC), and regional bicycle and pedestrian advisory committees as needed.

3. **Regional Bicycle and Pedestrian Plan:** Develop a regional bicycle and pedestrian plan in conjunction with public outreach for the Statewide Pedestrian & Bicycle Plan update.
4. **Bike/Walk to Work Week:** Continue collaboration with commuteSMARTSeacoast, SABR, SRPC and other partners to coordinate regional events for Bike/Walk to Work Day and National Bike Month to encourage active transportation. Projects include regional bike/ped commuter breakfasts, the Business to Business (B2B) Commuter Challenge and educational events.
5. **Multi-Use Trail Projects:** MPO staff will continue to provide planning and project development assistance to the NH Seacoast Greenway (NHSG) Advisory Committee and corridor communities working to develop their segments of the NHSG. This will include working with the State and corridor communities to complete State acquisition of the Hampton Branch rail corridor between Hampton and Portsmouth, and tasks related to trail development along the full Hampton Branch corridor. MPO staff will also provide assistance to the Granite State Rail Trail and other trail initiatives in the MPO region as time allows.

Work Products

- Implement bike and pedestrian traffic counting program including analysis of Strava data (See Section 401 Traffic Count Program)
- Regional Bicycle and Pedestrian Plan
- Preparations for Seacoast Bike Month & Seacoast Bike/Walk to Work Day
- Documentation of annual BWWD events
- Project scoping and funding development assistance to communities working to develop their segments of the NHSG



CATEGORY 300: PUBLIC INVOLVEMENT AND COORDINATION

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

TASK 301 — TRANSPORTATION ADVISORY COMMITTEE

Objective

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

Activities

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

Work Products

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

TASK 302 — PLANNING COMMISSION MEETINGS

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



TASK 303 — PUBLIC PARTICIPATION PLAN

Objective

To evaluate and maintain the MPO Public Participation Process.

Activities

1. **Public Participation Process Review:** Conduct a biennial review of the MPO Public Participation Process, including assessment of needs for outreach to Limited English Proficiency (LEP) groups/populations. Update the Public Participation Process as appropriate including review by NHDOT Office of Federal Compliance.
2. **Title VI Civil Rights Program:** Update and revise the MPOs Title VI Civil Rights program that was adopted in 2017 to ensure that procedures remain compliant with Federal regulations and that the MPO is inclusive of all individuals interested in participating in the transportation planning process.

Work Products

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

TASK 304 — PUBLIC OUTREACH

Objective

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

Activities

1. **MPO Website Development & Maintenance:** Maintain and expand the utilization of the MPO Website to include current and archived information from TAC and Policy Committee meetings, information on current projects, and current regional data as well as opportunities for member interaction.
2. **Media Monitoring:** Monitor traditional and social media coverage of transportation issues; utilize press releases and other media contacts to publicize transportation issues and MPO activities. Utilize social media to broadcast information and generate interest in MPO activities and efforts, as well as to gather public input regarding specific efforts.



3. **Surveys:** Conduct surveys utilizing the publicinput.com community engagement platform to gather input on transportation topics and planning documents. This platform integrates surveys with supporting content in an easily accessible platform, allows for responses to questions as well as open-ended comments, links social media outreach with email and meetings. In addition, the platform can be used to sign people in at meetings, and conduct live surveys, and generate interested parties lists. Data from outreach efforts is available to the MPO for analysis and reporting. The MPO intends to utilize the platform for collecting comments on the TIP and Plan, the Project Selection Criteria weighting process, corridor plans and other studies.
4. **Limited English Proficiency Outreach:** The MPO region has been near the threshold that would require publication of critical planning documents and outreach in Spanish. The MPO will be working towards increasing the availability of outreach materials in Spanish.

Work Products

- Maintenance of the MPO website with current information on transportation topics
- Documentation of press releases and media stories related to MPO projects.
- Spanish language MPO overview one-page flyer
- Data Analysis from survey/publicinput.com outreach efforts.

TASK 305 — POLICY COMMITTEE

Objective

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

Activities

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

Work Products

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



CATEGORY 400: PLAN SUPPORT

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

TASK 401 — TRAFFIC COUNT PROGRAM

Objective

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

Activities

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

Work Products

- Data from up to 135 Traffic Volume Counts per year supplied to NH DOT as per NHDOT specifications.
- Data from up to 12 Traffic Classification Counts per year supplied to NH DOT or for MPO use.



- Data from up to 10 manual Turning Movement Counts per year supplied to NH DOT or for MPO use.
- Additional traffic counts in response to community requests and MPO needs.
- Data from up to 20 manual and automated bike/ped counts at prioritized locations per year.

TASK 402 — SADES ROAD SURFACE MANAGEMENT SYSTEMS

Objective

To work with NHDOT and the T2 Center to collect data in road surface condition data in common formats and with consistent attributes using the SADES format and process to build community RSMS [Road Surface Management Systems].

Activities

1. **SADES Road Surface Management Systems (RSMS):** Activities and staff time devoted to the development and maintenance of road surface condition data for communities, identification of priorities for repair and strategies to best facilitate improvements, general cost estimates, and planning for future maintenance needs utilizing the [Statewide Asset Data Exchange System \(SADES\)](#) as developed by UNH Technology Transfer (T2) Center and NHDOT. Includes development of improvement and maintenance plans.

Work Products

- RSMS roadway surface condition data collection for communities as resources are available
- Analysis of surface condition data for communities where data has been collected
- Identification of priorities for repair and strategies to best facilitate improvements
- Planning for future maintenance needs.

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.

Activities

1. **Geographic Information Systems:** Activities and staff time devoted to the development and maintenance of transportation focused data layers, including a reasonable share of transportation related layers and those that support transportation planning. This includes the maintenance of data layers, mapping, and spatial analysis as well as response to requests for data, mapping, and analysis of transportation related data.
2. **NH DOT Distributed Data:** The RPC will periodically obtain data sets from NH DOT including road and road attribute data, accident crash data, project inventory data, aerial photography and a variety of other data sets. The RPC will obtain and incorporate this data into the RPC database as needed and as it becomes available. In addition, the RPC will work with the NH DOT when possible to streamline the data sharing process. These products will be used for local special requests and local planning support, including town and regional master plans. At times the RPC may supplement this data with information otherwise not collected by the NH DOT by contacting local public safety agencies and will share results with NH DOT for inclusion in their data.
3. **Economic and Demographic Data:** Update and analyze maps and data depicting employment sites, housing, and major employers for use by the MPO in maintaining housing and employment data for the model; make data available to communities, social services, REDC and other agencies as appropriate. Data collected will be used to assist in ensuring that transportation programs and projects avoid or minimize adverse impacts to low income and minority populations. Also, data can be used to target outreach to Limited English Proficiency (LEP) groups/populations as needed. Utilize 2010 census and 2010 employment data from NH Department of Employment Security to assist in the update and calibration of the land use allocation module of the regional travel demand. Collect and maintain major employer data, unemployment data and related information to assist in assessing employment growth projections. This work will be done in coordination with the regional [Comprehensive Economic Development Strategy \(CEDS\)](#) initiative. This task also includes working with data available from the 2010 Census for the travel demand model, long range planning, and other efforts.
4. **Resource Layers:** Update and analyze maps and data depicting natural, cultural, historic and other resources. Data and maps will be utilized as inputs into the LRTP, travel demand model, any sustainability/livability initiatives, as well as individual transportation project development efforts. Use of other statewide and regional GIS databases such as the NH Coastal Viewer and NH Flood Hazards Geodatabase (in development).
5. **Standard Map Set:** Update of the standard set of maps that are produced for all communities within the region for use in planning and resource protection. The content



of the maps includes transportation infrastructure, zoning, land use, surface water, stratified drift aquifers, composite tax data, conservation lands, community facilities, soils data, buildout data, and digital orthophotos. Additional maps will be produced dependent upon the data available.

6. **Stream Crossing Vulnerability Analysis:** Complete the Vulnerability and Risk Assessment of transportation stream crossing infrastructure started in the prior UPWP by maintaining and updating the region-wide inventory and analysis of current road culverts/road crossings and report on the current status and conditions of these assets, based on the SADES protocol. One element of this assessment will include the evaluation the impact of storm events and future climate change scenarios on the assets and the identification of undersized culverts. The process for completing this project is to emulate, or follow, FHWA's current Vulnerability and Risk Assessment Conceptual Model and to utilize other studies that have taken place in the region in order to promote consistency of data and assumptions. Culvert data collected for this effort will be utilizing the SADES field data collection program. All 27 communities in the RPC region have been surveyed and data collection efforts focus filling in missing data on updating information for locations that have had changes made.

Work Products

- Zoning and Land Use Layers: This is a continuation of the town by town updates to the zoning and land use/ land cover layers. Updates are incorporated into the RPC database as information becomes available for all 27 communities. Data collection may be in digital form or in hard copy form and will require varying efforts to incorporate, both spatial and tabular. This data will be required for the update of the Long Range Transportation Plan and related scenario planning efforts.
- Updates to the standard map set of land use and land cover maps for all member communities in June 2020
- Updates to the standard map set of zoning maps for all member communities in June 2021
- Long Range Transportation Plan Maps
- Transportation-related maps and data updates as requested
- Crash Data compiled for the Region and analysis of problem areas for potential Highway Safety Improvement Program (HSIP) projects and other safety studies.
- RPC Database updates
- Receive, disseminate and analyze 2019 and 2020 ACS Census & related data as available.
- Update ES202 employment data aggregated to TAZ for Regional Travel Demand Model use.
- Updated major employer database for inclusion in Regional Travel Demand Model.



- Updated maps and data sets
- Transportation system vulnerability assessment database
- Stream Crossing Vulnerability Assessment Report: A report will be prepared detailing results of the inventory for each crossing within the region by municipality. This report will include a ranking of each crossing's likelihood of failure due to flooding or erosion, the impact on road network function if failure occurs, impact on aquatic organisms, and the potential interaction from storm surge and sea-level rise on tidal crossings. The report will identify culverts planned for replacement and establish a general priority for replacement or maintenance based on degree of vulnerability and impact, and a set of recommendations for each municipality for maintenance, retrofitting or conducting further study on specific stream crossings.

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. Population and employment projections assist in assessing future travel demand and transportation system needs.

Activities

1. **Population and Employment Projections:** Activities and staff time devoted to the development and maintenance of regional population and employment projections to support the travel demand model and the Long Range Transportation Plan. This includes work with the Office of Strategic Initiatives (OSI) and the other NH MPOs and Planning Commissions to update the Statewide population projections and regional population projections.
2. **Housing Projections:** Activities and staff time devoted to the quantifying and projecting the demand for housing in the region and to estimate present availability. This data provides inputs into the regional travel demand model which bases trip generation on households and vehicle availability. In addition, this information can aid in the development of LRTP by helping to understand future growth and development patterns.
3. **Analysis of Census Data:** Activities and staff time devoted to the analysis of Census and other demographic data for transportation planning purposes. While limited in applicability, the American Community Survey (ACS), Longitudinal Employer-Household



Dynamics (LEHD) data, LEHD Origin-Destination Employment Statistics (LODES) provides some insight into commuting patterns, methods of transport to work and general flow of people between home and work.

4. **2020 Decennial Census:** Activities and staff time devoted to MPO work in preparation for the 2020 Decennial Census and integration and analysis of Census data as it becomes available. IN the preparations for the 2020 Census, the MPO is participating in the Census Bureau Participant Statistical Area Program (PSAP) review of statistical area boundaries.

Work Products

- Extend the NH Department of Employment Security 10-year regional employment projections and incorporate into the MPO model and Long Range Transportation Plan.
- Updated CEDS data tables and economic summaries relating to employment, population, and housing data.
- Updated and maintained population projections for the Long Range Transportation Plan, regional travel demand model, and other MPO planning efforts
- Updated and maintained housing projections for the Long Range Transportation Plan, regional travel demand model, and other MPO planning efforts.
- Analysis of ACS Journey to Work/ Commuting patterns information where possible given data availability and quality.

TASK 405 — EQUIPMENT AND SUPPLIES

Objective

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

Activities

1. **Purchase/Repair Traffic Counting Equipment:** Purchase and/or repair of traffic counters and related equipment
2. **Transportation Planning Resources:** Purchasing transportation planning resources such as books and manuals like the Highway Capacity Manual, Trip Generation Manuals, and others as needed.
3. **Computer Hardware and Software:** Purchase and maintenance of computer hardware and software utilized for transportation planning or used by the transportation planning



staff. This includes GIS, travel demand model, and other transportation planning software maintenance agreements.

Work Products

- Repaired traffic counting equipment (as needed)
- New counting equipment for conducting volume/classification/speed counts on high volume facilities.
- Transportation Planning books and manuals
- Renewal of ArcInfo and ArcGIS Licenses (ESRI).
- TransCAD License (Caliper Corp)
- Synchro License renewal/version update
- Acquisition of one to two replacement computers
- Other transportation planning specific software purchases/updates as needed.

TASK 406 — TRAVEL DEMAND MODELING

Objective

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

Activities

1. **Model Maintenance, Updates and Enhancements:** The maintenance of the model with Strafford Regional Planning Commission as well as periodic updates and enhancements. The RPC would like to continue to make improvements that simplify and streamline the modeling process as well as enhance its capabilities. Specifically work during this UPWP will focus on working with our state and regional planning partners to implement a Household Travel Survey to more closely calibrate the model with local and regional travel patterns. In addition, work will begin on integrating the regional land use buildout model with the MPO Travel Demand Model to provide more dynamic and automated land use assignment to Traffic Analysis Zones.
2. **Model Users Group:** Participation in the New Hampshire Model Users Group. The intent of the Model Users Group is to share knowledge between the MPOs and regional travel



demand models, develop consistent methodologies and data, and identify opportunities to work more cooperatively between the MPO regions. An initial effort of this group will be to examine the feasibility of creating a single model for the four MPO regions.

3. **Travel Demand Forecasting:** Travel demand forecasts for specific transportation plans or projects, such as the Congestion Management Process where it will help identify roadways and intersection that are likely to become significantly congested given forecasted growth and travel patterns. The model may also be used to test growth scenarios for the update to the LRTP, or as part of updates to the Regional Master Plan.

Work Products

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

TASK 407 — MEMBERSHIPS, SUBSCRIPTIONS & PROFESSIONAL COSTS

Objective

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

Activities

None

Work Products

- AMPO Membership dues paid
- NARC Transportation Planning dues paid



CATEGORY 500: TECHNICAL ASSISTANCE AND PLANNING

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

TASK 501 — LOCAL AND REGIONAL ASSISTANCE

Objective

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

Activities

- 1. General Transportation Assistance:** Providing general transportation planning and technical assistance to area communities and other public entities on an as-requested basis and when financially and technically feasible. Occasionally RPC staff will work with other NH MPOs, MPOs from bordering states or other planning partners to address a specific issue or to accomplish a specific task. Past work in this area has included coordination of the Congestion Management Process, and development of common MPO project selection criteria. This task includes attending local Planning Board, Board of Selectmen, and other meetings to discuss transportation related topics as requested.
- 2. Development Impact Review:** Attend NH DOT scoping meetings, review and comment on land use development proposals and traffic impact studies as requested or as part of the Development of Regional Impacts process.
- 3. Scenic Byway Corridor Management Plan Implementation:** RPC has worked in recent years to develop Corridor Management Plans for the NH Coastal Scenic Byway (traversing Seabrook, Hampton, North Hampton, Rye, New Castle and Portsmouth) and the Robert Frost/Stagecoach Scenic Byway (traversing Atkinson, Hampstead, Chester, Auburn, and Derry). Efforts for this UPWP include supporting and providing technical assistance to the two Byway Councils to implement Corridor Management Plan recommendations, including project development as requested.
- 4. RPC Executive Directors Meetings:** Monthly meetings of the RPC Executive Directors with NH DOT and other State and Federal agencies to discuss transportation planning and other related issues.
- 5. NH MPO Coordination Meetings:** Monthly meetings of New Hampshire MPO staff to



discuss common transportation planning issues, coordinate work efforts, and develop cooperative transportation planning products or processes.

6. **Travel Demand Model Users Group:** Participation in the meetings of the New Hampshire Travel Demand Model Users Group to discuss issues common to the four MPO travel demand models in the state. This includes coordinating modeling efforts, development of methods and processes for improving consistency between the models, pursuing the implementation of a household travel survey, and other cooperative efforts.
7. **Portsmouth Naval Shipyard JLUS:** The Portsmouth Naval Shipyard is working with the Town of Kittery and the Southern Maine Planning and Development Commission to undertake a Joint Land Use Study (JLUS). This study will seek ways to reduce traffic congestion and transportation safety issues impacting the Town of Kittery, the Shipyard, and the region overall; promote community development that is supportive of and compatible with military training, testing, and operational missions, and that is compatible with Local Ordinances and Comprehensive Plans along with the Shipyard's long-term needs and operational missions; seek ways to reduce operational impacts of the Shipyard on adjacent lands, including the town's small downtown area and local roads; increase public awareness of the military missions and contribution to the regional economy; and protect and preserve military readiness and defense capabilities while supporting continued community economic development. The RPC is participating in this process via inclusion on the Working and Policy committees that have been assembled for the project which is expected to conclude at the end of 2019.

Work Products

- Reports and memoranda related to local assistance as required.
- Comments on Traffic Impact Studies and development proposals as requested
- Provide input regarding Developments of Regional Impact as requested.
- Complete Streets Policy for the RPC MPO region
- Documentation of assistance to communities on Complete Streets projects

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 and on project or program advisory committees. Work in this task area supports fulfillment of MPO goals in the Long Range Transportation Plan (LRTP) as well as responsibilities relating to the conceptual planning, development and implementation of the projects in the LRTP and TIP, the monitoring



of projects in the TIP, the coordination of Performance Based Planning with NHDOT and other MPOs, as well as furthering the MPO role including public involvement in the transportation planning process and as planning liaison between NHDOT and the communities of the region.

Activities

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

Work Products

- Written or verbal input to NHDOT regarding project development process, implementation, scope, cost, design, and/or schedule.
- Technical memos regarding project implementation activities.
- Formal comments submitted by the MPO as part of a NEPA process.

TASK 503 — LOCAL PROJECT ADMINISTRATION (LPA) PROGRAMS

Objective

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



Activities

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

Work Products

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

TASK 504 — SPECIAL PROJECTS

Objective

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

Activities

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

Work Products

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



TASK 505 — REGIONAL COORDINATING COUNCILS (RCC)

Objective

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

Activities

1. **RCC Support – Southeast Region (ACT):** Continue to participate in ACT, the Regional Coordinating Council for community transportation (RCC) for the Southeast NH area, including the eastern portion of the RPC region. Assistance will include development of funding proposals, development of coordination Operating Agreements with provider agencies, and planning for expansion of volunteer driver program coverage in central Rockingham County.
2. **RCC Support – Derry-Salem Region:** Continue to collaborate with SNHPC and CART on management of the Greater Derry-Salem Regional Coordinating Council for Community Transportation (RCC).
3. **Coordinated Public Transit/HHS Transportation Plans:** Work with COAST, CART, neighboring planning commissions and appropriate human service agency staff to incorporate any needed minor updates to the two Coordinated Public Transit & Human Services Transportation Plans that cover the MPO study area. These include the plan for the Greater Derry-Salem RCC covering the western portion of the RPC region and updated during 2015-2016; and the plan for the Southeast NH RCC, covering the eastern portion of the RPC region, updated in 2016-2017.

Work Products

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

TASK 506 — TRANSIT AND TDM PLANNING

Objective

Promote the incremental development of public transportation 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).



Activities

1. **Technical Assistance to COAST:** Continue to serve on the COAST board and Executive Committee; collaborate with COAST and Strafford MPO staff on biennial rider surveys and updates to the COAST funding formula. Assess possible service expansions as requested by COAST and RPC communities.
2. **Technical Assistance to CART:** Continue to serve on the CART Board and Executive Committee. Provide technical assistance with multiple projects during the biennium. Anticipated projects include assistance with the proposed merger of CART with the Manchester Transit Authority to realize administrative and service efficiencies; vehicle replacement planning; planning for new demand-responsive routes replacing some current open demand response service; analyses of ridership patterns to develop demand-responsive routes; assistance in developing operating agreements with other transit providers in the region; assessment of a new Salem-Londonderry-Manchester fixed route service, assistance with resource development including negotiation for regional split of FTA Urban Formula funds, grant writing and serving as a liaison with RPC member communities.
3. **Technical Assistance to Transportation Assistance for Seacoast Citizens (TASC):** Work with TASC and ACT to expand the geographic scope of TASC and integrate it into the ACT regional transit brokerage.
4. **Statewide Community Transit Coordination:** Participate in statewide work on transit development through the NH Transit Association, TrnasportNH and the State Coordinating Council for Community Transportation (SCC).
5. **TDM/TMA Support:** Collaborate with the SRPC, COAST, municipalities and major employers in the work on the commuteSMARTSeacoast regional Transportation Management Association (TMA). Continue to participate in the multi-RPC Commute Smart New Hampshire statewide TDM initiative.
6. **Regional Transit Planning and Initiatives:** Staff will continue to participate in the Downeaster Station Communities Advisory Committee in Exeter, and work with station communities, NHDOT and NNEPRA to pursue enhancements to Downeaster service. Work on this task includes data collection on use of regional Park and Ride facilities, and any follow-up from the Hampton Intermodal study.

Work Products

- COAST ridership survey [COAST]
- COAST Funding formula maintenance and update
- CART Transit Asset Management Plan
- Analysis of potential fixed/demand responsive routes for COAST
- Diversified and expanded CART funding base.



- Plan for organizational restructuring of CART transit system
- Participation in NHTA and SCC in support of regional transit and coordination initiatives
- Participation in Transport NH and other collaborative statewide efforts to expand emphasis on alternative modes in State transportation policy
- Documentation of TMA support
- Downeaster Station Committee Participation



5 OTHER PLANNING ACTIVITIES

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

RELATED TRANSPORTATION PLANNING EFFORTS

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

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

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

COAST 5307 Planning Funds	FY 2020	FY 2021
FTA 5307	\$89,604	\$91,889
Local Match (COAST)	\$17,921	\$18,378
Total:	\$107,525	\$110,266

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

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

- Aid with planning for the Greater Derry-Salem Regional Coordinating Council for Community Transportation (Region 9 RCC)



- Participate in updates as needed to the Coordinated Public Transit/Human Service Transportation Plan for the region.
- Conduct ridership analyses to identify potential new demand-responsive route services
- Implement new demand-responsive routes as identified.
- Continue ongoing general and comprehensive transit planning.
- Continue planning for CART management restructuring

CART 5307 Planning Funds (Est)	FY 2020	FY 2021
FTA 5307	\$5,200	\$5,200
Local Match (CART)	\$1,300	\$1,300
Total:	\$6,500	\$6,500

Bicycle Level of Traffic Stress Study: The goal of the pilot project is to improve bicycle network planning for New Hampshire’s Metropolitan Planning Organizations (MPOs) through further development and refinement of a shared model for evaluating Bicycle Level of Traffic Stress (LTS); collection and compilation of supplemental road attribute data in five planning regions; development of one or more shared transportation system performance measures based on LTS; and incorporation of that measure/those measures in project development and project prioritization. To implement this scope of work the Rockingham Planning Commission and partner MPOs request \$99,988 in Federal Highway Administration (FHWA) funding through the Measuring Multimodal Connectivity Pilot Grant Program. The Project began in January, 2019 and will conclude in September, 2019.

Portsmouth Naval Shipyard Joint Land Use Study (JLUS): The Town of Kittery and the Portsmouth Naval Shipyard have partnered to prepare a Joint Land Use Study (JLUS) for the Naval Shipyard and the surrounding communities. The Department of Defense Office of Economic Adjustment (OEA) provides grants to State and local governments to conduct a JLUS to support the long-term sustainability and operability of the military installation complex. The goal of the JLUS is to encourage State and local governments to work in tandem with military installations to implement measures that prevent the introduction of incompatible civilian development that may impair the continued operational utility of the military installation, and to preserve and protect the public health, safety, and welfare of those living near an active military installation, and associated ranges, Military Training Routes, Special Use Airspace, and Military Operating Areas. This Joint Land Use Study (JLUS) is a community-driven, cooperative and strategic planning process among the Naval Shipyard, surrounding communities, Federal agencies, State agencies and other interested parties to:

- Seek ways to reduce traffic congestion and transportation safety issues impacting the Town of Kittery, the Shipyard, and the region overall;
- Promote community development that is supportive of and compatible with military training, testing, and operational missions, and that is compatible with Local Ordinances and Comprehensive Plans along with the Shipyard’s long-term needs and operational missions;
- Seek ways to reduce operational impacts of the Shipyard on adjacent lands, including the town’s small downtown area and local roads;
- Increase public awareness of the military missions and contribution to the regional



economy; and

- Protect and preserve military readiness and defense capabilities while supporting continued community economic development.

The JLUS planning process, including data collection and analysis, shall consider, but not be limited to, the following military mission compatible use factors, as applicable:

- Transportation, both locally and regionally
- Access to water and river navigation
- Airborne noise
- Land use/housing growth
- Environmental/Habitat considerations
- Historical and cultural resources
- Sea-level rise
- Utilities and municipal services
- Security
- Schools

The JLUS study is budgeted at \$220,000 and is being managed by the Southern Maine Planning and Development Commission with Stantec hired as the consultant team. RPC is participating in this study on the Working and Policy Committees.

Seacoast Transportation Corridor Vulnerability Assessment (Pending): RPC will collaborate with NHCP, NHDOT, UNH, and coastal municipalities to complete a Seacoast Transportation Corridor (STC) Vulnerability Assessment and establish a long-term adaptation framework to incorporate coastal hazards and prioritize resilience in state and local transportation planning. The concept of the STC Assessment and Plan was identified as an important need and next step at a 2018 CAW meeting focused on sea-level rise vulnerability along Route 1A and other connecting Seacoast roadway systems. The Tides to Storms vulnerability assessment identified the STC as a highly vulnerable network. Route 1A, Route 1, and I-95—the primary roadways running from North/South—and Route 101 and Route 286—the primary evacuation routes running East/West along NH’s coast—are all vulnerable to sea-level rise and sea-level rise induced groundwater rise in certain areas. Route 1A—a road that runs immediately adjacent to the Atlantic Coast and connects NH’s most popular beaches, tourist amenities, and working waterfronts—sustained significant damage in the March 2018 Nor’easters, resulting in a Presidential Disaster Declaration and FEMA Public Assistance. According to the Tides to Storms⁴ analysis conducted by RPC in 2015, 43% of the 18 miles that make up Route 1A will be inundated twice daily by 2100 under a high sea-level rise scenario of 6.6 feet. This flooding will significantly impact transportation, including the 18,000 drivers that use the road every day in peak summer season. Route 1 and I-95 are situated further inland and are fortunately less vulnerable to flooding; however, they are vulnerable to sea-level rise at specific road segments, see higher traffic volumes than Route 1A, and are expected to absorb additional traffic burden in the event parts of Route 1A are closed. RPC will lead this study and the project team will follow the Federal Highway Administration Vulnerability Assessment and Adaptation Framework. This includes coordinating the vulnerability assessment, which will involve



running a travel demand model to determine how traffic patterns may shift to alternate routes under coastal flood scenarios, soliciting site-specific data at priority locations, obtaining pavement vulnerability data from UNH, obtaining cost information from NHDOT partners, and developing maps. A Seacoast Corridor Advisory Committee (CAC) composed of the project team and municipal stakeholders will meet quarterly to guide project direction and provide feedback on results. RPC will also lead development of options and recommendations for incorporating results into existing transportation planning processes, including the NHDOT 10-year plan and the MPO Long Range Transportation Plan. This study will build on growing expertise from a variety of initiatives and projects including Tides to Storms, the NHCRHC report, the NHDOT Climate Change Committee, and the FHWA Route 1B green infrastructure assessment. This study is budgeted at \$110,000.

Regional Transit System Economic Development Linkages Study (Pending): The Seacoast includes the richest mix of public transit service and some of the largest employers in New Hampshire. Yet local economic development is slowed by lack of connectivity to public transit and a multimodal network. Public transit operating costs are not subsidized by state funding, restricting the area and frequency of service due to COAST's dependence on local funds to match federal dollars. Demonstrating the economic value of public transit to decision-makers is critical for sustainable funding and ensuring that the region prioritizes developing a responsive multimodal network. RPC will work with the Cooperative Alliance for Seacoast Transportation (COAST), Strafford Regional Planning Commission (SRPC), and regional economic development stakeholders to research the impact of public transit access on local economic development in the seacoast and identify opportunities for paired transit and economic development planning. The Rockingham Planning Commission (RPC), in close coordination with the COAST and SRPC, is proposing to study the value of and need for regional transit service in the COAST service area. Specifically, SRPC and RPC will work together to develop a review of existing literature and produce a single final report of all findings. In addition, quantitative and qualitative analysis, transportation modeling, and performance measures will be performed by each planning commission separately focusing on stakeholders, datasets, and geographies specific to their region using a common methodology. Collaboration will allow the two regions to join forces to develop a set of case studies and analysis reflective of COAST's service area that spans both Metropolitan Planning Organization (MPO) regions. SRPC and RPC are each submitting separate 5305(e) grant applications for their individual portions of the proposed overall initiative.

RELATED LAND USE AND ENVIRONMENTAL PLANNING ACTIVITIES

The RPC is involved with many land use and environmental planning activities that are interconnected with transportation issues. While transportation may not necessarily be the primary focus of these efforts, it is part of the discussion and may influence decision making and the planning process.

Estimated RPC Budget FY 20 and FY 21

Funding Source	FY20 Budget	% of Budget	FY21 Budget	% of Budget
Member Dues	\$156,595	15%	\$156,595	15%
Local Contracts	\$152,958	15%	\$152,958	15%
Transportation Planning Fed	\$552,077	53%	\$552,077	53%
NHDES CZP/HSEM Fed Funds	\$83,652	8%	\$83,652	8%
State TBG (NHOSI)	\$11,000	1%	\$11,000	1%
Other/Misc	\$88,640	8%	\$88,640	8%
Total	\$1,044,922	100%	\$1,044,922	100%



Transportation planning for the MPO makes up approximately 53% of the RPC annual budget with the remainder of staff time and resources going to regional and local land use and environmental planning efforts. A general description of this work is included below along with general funding sources and amounts where known.

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

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

Circuit Rider Planning Services and Technical Assistance: The RPC provides part-time professional land use planning services to the Planning Boards of eight member communities and technical assistance to all twenty six communities as requested. General duties include assistance in developing revisions to Zoning Ordinances and preparation of warrant articles, Site Plan Review and Subdivision Regulations, review of development proposals, and assistance with the development of Capital Improvement Programs (CIPs). These services are paid through RPC dues and contracts with individual communities for circuit rider services. Tasks such as updating community master plan chapters are also undertaken, often under a separate contract.

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

New Hampshire Coastal Program Technical Assistance Grants: This program provides funding to the regional planning commission’s that have coastal communities to engage in planning projects that implement the coastal resource management goals of the NH Coastal Program. Planning and technical assistance projects that can be accomplished by RPC staff and consistent with Program goals are eligible. Examples include community master planning, natural resources inventories, land



use and natural resources mapping, and climate change adaptation and resiliency planning. This program is funded by NOAA's Office for Coastal Management under the Coastal Zone Management Act in conjunction with the NH Department of Environmental Services Coastal Program.

Emergency Management / Hazard Mitigation Planning Grants: This program provides funding to accomplish the preparation and 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.

A Comprehensive Plan for Resilient Salt Marshes in New Hampshire. This project is a collaboration between the Great Bay National Estuarine Research Reserve, the University of New Hampshire, the NH Coastal Program and the RPC. This project will evaluate marshes in the 17 coastal zone municipalities of New Hampshire (Rockingham and Strafford County). To ensure that NH saltmarshes are resilient in the face of sea level rise and coastal storm surge, this project will develop a collaborative marsh management and monitoring plan for New Hampshire, and pilot the use of the plan in two coastal communities and one state agency with the following outcomes:

- Marsh managers in New Hampshire (towns, non-profits, state agencies and federal agencies owning land) will have a comprehensive suite of resources that present a marsh by marsh evaluation of restoration, protection, monitoring and policy options that can enhance the resiliency of marshes.
- the City of Portsmouth will draft scientifically defensible ordinance (s) that supports marsh migration.
- One state agency will use the resources to develop a feasibility and initial design for a restoration project on state owned land.

The RPC is funded for \$4,200 of project assistance including participation on the technical advisory committee, development of the marsh profile template, and lead the development of land use planning mitigation options to be included in the marsh profiles.



6 FUNDING, COST DISTRIBUTION, & TASK SCHEDULING

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

Table 2 shows personnel and non-personnel expense anticipated for the 2018-2019 UPWP. Available funding is listed at the top of the table followed by personnel expenses by major work category (split by fiscal year). The personnel costs are followed by non-personnel direct charges to the UPWP and two graphics showing the distribution of costs by category and by staff position.

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

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

Table 2: UPWP Budget Summary**Revenues**

Source	UPWP Total	FY 2020	Percent of Funding	FY 2021	Percent of Funding
2018-2019 FHWA PL Funds	\$ 793,958	\$ 396,979	65%	\$ 396,979	65%
FTA 5303 Planning Funds	\$ 204,296	\$ 102,148	17%	\$ 102,148	17%
State Planning & Research Funds	\$ 105,900	\$ 52,950	9%	\$ 52,950	9%
Total Federal Funds	\$ 1,104,154	\$ 552,077	90%	\$ 552,077	90%
RPC Match (Local funds)	\$ 122,684	\$ 61,342	10%	\$ 61,342	10%
DOT Match*	\$ -	\$ -		\$ -	
Total Available Funding	\$ 1,226,838	\$ 613,419	100%	\$ 613,419	100%

* Turnpike Toll Credits help the MPO meet the match requirement for the UPWP but do not provide revenue

Expenditures

Fiscal Year 2020					Fiscal Year 2021		
Category	Total UPWP Expenditures	Total Expenditures	Personnel Expenditures	Non-Personnel Expenditures	Total Expenditures	Personnel Expenditures	Non-Personnel Expenditures
Category 100: MPO Administration	\$ 145,258	\$ 73,333	\$ 69,633	\$ 3,700	\$ 71,925	\$ 68,201	\$ 3,724
Category 200: Policy & Planning	\$ 420,817	\$ 212,863	\$ 210,372	\$ 2,491	\$ 207,955	\$ 205,380	\$ 2,575
Category 300: Public Involvement	\$ 121,843	\$ 59,398	\$ 58,498	\$ 900	\$ 62,445	\$ 61,545	\$ 900
Category 400: Planning Support	\$ 324,500	\$ 163,684	\$ 112,306	\$ 51,378	\$ 160,816	\$ 107,413	\$ 53,403
Category 500: Technical Assistance	\$ 214,645	\$ 104,216	\$ 102,641	\$ 1,575	\$ 110,429	\$ 108,704	\$ 1,725
UPWP Total Expenditures	\$ 1,227,064	\$ 613,495	\$ 553,451	\$ 60,044	\$ 613,569	\$ 551,242	\$ 62,327

Personnel Hours

Personnel Hours by Position				Personnel Hours by Category		
Position	Total	Percent of Total		Total	FY 2020	FY 2021
Executive Director	1,200	8%		Category 100	1,640	840
Assistant Director	3,140	21%		Category 200	5,360	2,740
Sr. Transportation Planner	3,420	23%		Category 300	1,620	800
Transportation/GIS Analyst	3,560	24%		Category 400	3,820	1,960
GIS Manager	1,140	8%		Category 500	2,480	1,220
Regional Planner (2)	860	6%		Total	14,920	7,560
Business Administration (2)	880	6%				7,360
Interns (2)	720	5%				
	14,920					

Non-Personnel Expenditures by Type and Category

Type	Category 100	Category 200	Category 300	Category 400	Category 500	Total
6114 Office Supplies	\$ 124	\$ 416	\$ 100	\$ 150	\$ 100	\$ 890
6115 Contracted Services	\$ -	\$ -	\$ 1,000	\$ 58,000	\$ -	\$ 59,000
6116 Travel	\$ 700	\$ 3,150	\$ 700	\$ 500	\$ 2,850	\$ 7,900
6117 Newspaper/Media	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ 1,500
6120 Dues/Subscriptions	\$ -	\$ -	\$ -	\$ 2,400	\$ -	\$ 2,400
6121 Training & Workshops	\$ 6,000	\$ -	\$ -	\$ 75	\$ 150	\$ 6,225
6124 Equipment	\$ -	\$ -	\$ -	\$ 6,000	\$ -	\$ 6,000
6125 Equip & Software Maint	\$ 600	\$ -	\$ -	\$ 37,656	\$ -	\$ 38,256
6126 Telephone	\$ -	\$ -	\$ -	\$ -	\$ 200	\$ 200
Total	\$ 7,424	\$ 5,066	\$ 1,800	\$ 104,781	\$ 3,300	\$ 122,371

Table 3: UPWP Budget Detail

Revenues

	UPWP Total	FY 2020	Percentage of Funding	FY 2021	Percentage of Funding
2020-2021 FHWA PL Funds	\$ 793,958	\$ 396,979	65%	\$ 396,979	65%
FT 5305 Planning Funds	\$ 204,296	\$ 102,148	17%	\$ 102,148	17%
State Planning & Research Funds	\$ 105,900	\$ 52,950	9%	\$ 52,950	9%
Total Federal Funds	\$ 1,104,154	\$ 552,077	90%	\$ 552,077	90%
R	0 \$ 122,684	\$ 61,342	10%	\$ 61,342	10%
DOT Match (Turnpike Toll Credits)	\$ -	\$ -		\$ -	
Available Funding	\$ 1,226,838	\$ 613,419	100%	\$ 613,419	100%

Expenditures

	UPWP Total	Fiscal Year 2020			Fiscal Year 2021			Personnel Hours		
		Total	Personnel	Non-Personnel	Total	Personnel	Non-Personnel	Total	FY 2020	FY 2021
UPWP Total Expenditures	\$ 1,226,839	\$ 613,420	\$ 553,451	\$ 59,969	\$ 613,419	\$ 551,242	\$ 62,177	14,980	7,560	7,420
Category 100: MPO Administration	\$ 145,258	\$ 73,333	\$ 69,633	\$ 3,700	\$ 71,925	\$ 68,201	\$ 3,724	1,640	840	800
101 Accounting and Invoice	\$ 24,131	\$ 11,885	\$ 11,485	\$ 400	\$ 12,246	\$ 11,772	\$ 474	280	140	140
102 Program Administration	\$ 88,235	\$ 43,599	\$ 43,499	\$ 100	\$ 44,636	\$ 44,586	\$ 50	960	480	480
103 Staff Training	\$ 32,892	\$ 17,849	\$ 14,649	\$ 3,200	\$ 15,043	\$ 11,843	\$ 3,200	400	220	180
104 Indirect Cost Rate	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	-
105 Performance Measures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	-
Category 200: Policy & Planning	\$ 420,817	\$ 212,863	\$ 210,372	\$ 2,491	\$ 207,955	\$ 205,380	\$ 2,575	5,420	2,740	2,680
201 Ten Year Plan	\$ 42,306	\$ 21,939	\$ 21,639	\$ 300	\$ 20,368	\$ 20,268	\$ 100	420	220	200
202 Planning & Environmental Linkages	\$ 76,222	\$ 39,996	\$ 39,696	\$ 300	\$ 36,226	\$ 35,876	\$ 350	1,000	500	500
203 Transportation Planners Collaborative	\$ 7,107	\$ 3,511	\$ 3,411	\$ 100	\$ 3,596	\$ 3,496	\$ 100	80	40	40
204 Interagency Consultation	\$ 3,977	\$ 1,965	\$ 1,865	\$ 100	\$ 2,012	\$ 1,912	\$ 100	40	20	20
205 Transportation Improvement Program	\$ 48,473	\$ 22,056	\$ 21,556	\$ 500	\$ 26,418	\$ 25,918	\$ 500	520	240	280
206 Congestion Management Process	\$ 52,139	\$ 28,581	\$ 28,481	\$ 100	\$ 23,558	\$ 23,458	\$ 100	820	440	380
207 ITS Architecture	\$ 4,130	\$ 1,096	\$ 1,071	\$ 25	\$ 3,034	\$ 3,009	\$ 25	60	20	40
208 Metropolitan Transportation Plan	\$ 106,244	\$ 55,663	\$ 55,247	\$ 416	\$ 50,581	\$ 49,931	\$ 650	1,520	800	720
209 Air Quality Conformity	\$ 3,877	\$ 1,915	\$ 1,865	\$ 50	\$ 1,962	\$ 1,912	\$ 50	40	20	20
210 State Long Range Transportation Plan	\$ 11,468	\$ 5,664	\$ 5,564	\$ 100	\$ 5,803	\$ 5,703	\$ 100	120	60	60
211 Bike & Pedestrian Planning	\$ 64,875	\$ 30,478	\$ 29,978	\$ 500	\$ 34,396	\$ 33,896	\$ 500	800	380	420
Category 300: Public Involvement	\$ 121,843	\$ 59,398	\$ 58,498	\$ 900	\$ 62,445	\$ 61,545	\$ 900	1,620	800	820
301 Transportation Advisory Committee	\$ 35,600	\$ 17,556	\$ 17,506	\$ 50	\$ 18,044	\$ 17,944	\$ 100	400	200	200
302 Planning Commission Meetings	\$ 50	\$ 25	\$ -	\$ 25	\$ 25	\$ -	\$ 25	-	-	-
303 Public Participation Plan	\$ 1,584	\$ -	\$ -	\$ -	\$ 1,584	\$ 1,584	\$ -	20	-	20
304 Public Outreach	\$ 48,276	\$ 23,873	\$ 23,223	\$ 650	\$ 24,403	\$ 23,803	\$ 600	800	400	400
305 MPO Policy Committee	\$ 36,332	\$ 17,944	\$ 17,769	\$ 175	\$ 18,388	\$ 18,213	\$ 175	400	200	200
Category 400: Planning Support	\$ 324,275	\$ 163,609	\$ 112,306	\$ 51,303	\$ 160,666	\$ 107,413	\$ 53,253	3,820	1,960	1,860
401 Traffic Counts	\$ 84,814	\$ 41,727	\$ 17,652	\$ 24,075	\$ 43,087	\$ 18,062	\$ 25,025	640	320	320
402 SADES Inventories	\$ 33,345	\$ 16,529	\$ 16,529	\$ -	\$ 16,815	\$ 16,815	\$ -	720	360	360
403 Geographic Information Systems	\$ 79,265	\$ 41,909	\$ 35,659	\$ 6,250	\$ 37,356	\$ 30,106	\$ 7,250	1,120	600	520
404 Demographics	\$ 40,501	\$ 20,001	\$ 19,976	\$ 25	\$ 20,500	\$ 20,475	\$ 25	560	280	280
405 Equipment	\$ 29,736	\$ 14,851	\$ 1,348	\$ 13,503	\$ 14,885	\$ 1,382	\$ 13,503	40	20	20
406 Travel Demand Model	\$ 54,214	\$ 27,392	\$ 21,142	\$ 6,250	\$ 26,823	\$ 20,573	\$ 6,250	740	380	360
407 Memberships and Subscriptions	\$ 2,400	\$ 1,200	\$ -	\$ 1,200	\$ 1,200	\$ -	\$ 1,200	-	-	-
Category 500: Technical Assistance	\$ 214,645	\$ 104,216	\$ 102,641	\$ 1,575	\$ 110,429	\$ 108,704	\$ 1,725	2,480	1,220	1,260
501 Local & Regional Technical Assistance	\$ 84,644	\$ 40,104	\$ 39,554	\$ 550	\$ 44,539	\$ 44,039	\$ 500	960	460	500
502 Statewide Assistance	\$ 30,005	\$ 14,820	\$ 14,570	\$ 250	\$ 15,185	\$ 14,935	\$ 250	320	160	160
503 LPA Program Support	\$ 14,598	\$ 7,210	\$ 7,110	\$ 100	\$ 7,388	\$ 7,288	\$ 100	160	80	80
504 Special Projects	\$ 50	\$ 25	\$ -	\$ 25	\$ 25	\$ -	\$ 25	-	-	-
505 Regional Coordinating Councils	\$ 12,821	\$ 6,333	\$ 6,183	\$ 150	\$ 6,488	\$ 6,338	\$ 150	160	80	80
506 Transit and TDM Planning	\$ 72,527	\$ 35,723	\$ 35,223	\$ 500	\$ 36,804	\$ 36,104	\$ 700	880	440	440

Table 4: Schedule of Tasks and Deliverables

[illegible]

Table 4: Schedule of Tasks and Deliverables

	July, 2019 → June, 2021																							
	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
403 Geographic Information Systems																								
403.1 Geographic Information Systems (GIS)																								
403.2 Regional Buildout Analyses																								
404 Demographics																								
404.1 Population and Employment Projections																								
404.2 Decennial Census																								
405 Equipment																								
405.1 Equipment & Resources																								
406 Transportation Model																								
406.1 Travel Demand Modeling																								
406.2 Model maintenance, updates and enhancements																								
407 Memberships & Subscriptions																								
407.1 Memberships																								
407.2 Subscriptions																								
501 Local & Regional Assistance																								
501.1 General Transportation Planning Assistance																								
501.2 Development Impact Review																								
501.3 Scenic Byway CMP Implementation																								
501.4 RPC Executive Director Meetings																								
501.5 NH MPO Coordination Meetings																								
502 Statewide Assistance																								
502.1 Project Implementation & Monitoring																								
502.2 DOT Initiatives/Reviews/Commitees/Work Groups																								
503 Local Public Agency Support																								
503.1 Transportation Alternatives Program																								
503.2 Congestion Management & Air Quality Program																								
504 Special Projects																								
504.1 Special Project Scoping																								
504.2 Community Master Plan Chapters (Transp. Related)																								
504.3 Transportation/Land Use Studies																								
505 Regional Coordinating Councils																								
505.1 RCC Support - Southeast Region (ACT)																								
505.2 RCC Support - Derry-Salem Region																								
505.3 Locally Coordinated HHS Transit Plans																								
506 Transit and TDM Planning																								
506.1 Technical Assistance to COAST																								
506.2 Technical Assistance to CART																								
506.3 Technical Assistance to TASC																								
506.4 Regional/Intercity Transit Planning																								
506.5 Statewide Community Transit Coordination																								
506.6 TDM/TMA Support																								

	July, 2019 → June, 2021																							
Deliverables	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
102: 2022-2023 UPWP																								April, 2019
102: UPWP Performance Report for FY18-19																								Due September 30, 2019
102: Mid-term UPWP Report/Meeting																								Summer, 2020
102: FHWA Planning Review																								January, 2021
201: Ten Year Plan Project Recommendations																								April, 2021
201: GACIT Hearings																								September-October, 2019
205: 2019-2022 Transportation Improvement Program																								April, 2021
205: Annual List of Obligated Projects																								December 31 each year
206: Congestion Management Process Update																								June, 2020
208: HSIP Safety Performance Targets																								February, 2020
208: Infrastructure Condition Performance Targets (PM2)																								February, 2021
208: Travel Time Reliability Performance Targets (PM3)																								October, 2020
208: System Performance Report																								October, 2020
208: Long Range Transportation Plan Update																								April, 2021
211: Regional Bike Route Plan																								April, 2021
303: Public Participation Plan Update																								Corresponding w/ State Bike & Ped Plan
403: Stream Crossing Vulnerability Analysis																								June, 2021