



FISCAL-YEAR 2012-2013 UNIFIED PLAN WORKING PROGRAM

Stafford Metropolitan Planning Organization

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ENDORSEMENTS

<u>ORGANIZATION/AGENCY</u>	<u>DATE OF ENDORSEMENT</u>
SMPO – Technical Advisory Committee	March 4, 2011
SMPO – Policy Committee	March 18, 2011
New Hampshire Department of Transportation	

February 21, 2011

**Re: Strafford Regional Planning Commission & Metropolitan Planning Organization
Review Draft of the Fiscal Year 2012-2013 Unified Planning Work Program**

Dear Interested Parties:

Currently Strafford Regional Planning Commission & Metropolitan Planning Organization is in a 30-day public review of the Draft Fiscal Year 2012-2013 Unified Planning Work Program. This document outlines the scope of work proposed for two fiscal years starting July 1, 2011 and running through June 30, 2013. The scope of work is organized into 5 categories, each containing tasks and subtasks. Associated with the scope of work is the proposed budget for each category with information on budget, staff hours, direct expenses and percentage of total budget. The draft document is available at the SRPC office in Rochester, the Dover and Rochester City libraries and online at the SRPC website. If you have any questions or comments we would like to hear from you. Please contact Marc Ambrosi, Transportation Planner, at 603-994-3500 or mambrosi@strafford.org

The Technical Advisory Committee and the Policy Committee at their most recent meetings provided comments about the draft scope of work and budget. Some of these comments focused on the percentage of work dedicated to working with local communities. Both committees want to see additional work in support of local priorities and projects, and less time spent processing updates and revising planning documents. I would like to provide additional information regarding these comments.

There are several sets of guidance contained within our scope of work that are required in order to contract with NHDOT and use federal funds. Some are derived directly from Congressional authorizing legislation, and some from associated federal regulations. For instance, one table denotes the authorizing legislation (SAFETEA-LU) planning factors, which Metropolitan Planning Organizations are required to address within their scope of work. We have made a simple table illustrating the correlation of our work tasks and the federal planning factors. Additionally, the leadership of the NH Division of Federal Highways Administration and Region I Federal Transit Administration review documents prepared by NHDOT and the Metropolitan Planning Organizations and provide guidance for our future work. The guidance takes the form of Planning Emphasis Areas organized specifically for New Hampshire, and commendations, recommendations and corrective actions that are contained in letters associated with Metropolitan Planning Organization Planning Reviews, and letters approving Metropolitan Plans, NHDOT Long Range Plan, and Transportation Improvement Programs. Again, we have made additional tables illustrating how we will address New Hampshire specific guidance from the federal agencies.

How does this relate to local priorities, planning assistance and project development? Strafford Regional Planning Commission's policies and processes derive from a pragmatic integration of governance requirements and statutes. We are successful as a regional entity because we take the time and effort to thoughtfully design our processes to reflect local goals and priorities as well as state and federal policies. What does this look like? As an example, the Metropolitan Plan functions like your community master plan with a minimum 20 year planning horizon. It contains

chapters on highways and bridges, safety, natural resources, etc. Each chapter starts, just as your local master plan, with an assessment of the locale, vision, and goals from which policies and priorities are developed. These chapters are reviewed for compliance with federal and state guidance and requirements, similar to a master plan or zoning ordinance being reviewed for compliance with state statutes.

This process also occurs with our Transportation Improvement Program, which could be compared to a municipal Capital Improvement Program. And indeed, many communities use their Capital Improvement Program as the basis for their contributions to the NH Ten Year Plan and the Transportation Improvement Program for Strafford.

Our Technical Advisory Committee and Policy Committee function similar to municipal boards and committees – receiving information, discussing, debating, and coming to agreement on policies, projects, bylaws – the public aspects of governing bodies. We also make a special effort to ensure that the populations within our region that are less inclined to participate or to have a voice in decision-making, do have a voice and have their interests fairly represented.

Additionally, there are distinct tasks in the draft Unified Planning Work Program focused on local technical assistance and state assistance. Sometimes the Metropolitan Planning Organization staff attend a meeting and represent the interests of a community to NHDOT staff, and the next day it is just the other way round. It is the act of integration and balance occurring through the two year cycle that represents regional transportation planning. It is based on listening, respect, quality work, and balanced solutions.

I hope that this draft Unified Planning Work Program provides a clear view of our proposed work tasks. Overall the document is less than half the pages it used to be by incorporating a *less is more* stance. I am excited about the work we will be undertaking. The next generation of technology is being incorporated into our daily work tasks. We are developing our infrastructure database – and the first step is culvert assessments completed in each town over the next four years. We are repopulating the long range project list, and creating project portfolios for each project in the list. At each step along the way we are restructuring our processes to be focused, pragmatic, integrative, cost-effective and successful. We are attending more community meetings with your residents and staff to ensure projects are completed on time and budget.

Most of all I am encouraged and heartened by the active participation occurring within the Technical Advisory Committee, Policy Committee, and all the other committees and meetings taking place daily in our region. I have great faith that the communities in this region will continue to grow and develop, leading within the region and the state in the delivery of transit services, integration of planning and transportation, safe routes to school programs, scenic byway development, intelligent transportation systems projects, and safe, secure highways, bridges, rail, aviation, marine and transit systems.

With best regards for our shared future,
Cynthia Copeland, AICP
Executive Director

LIST OF ABBREVIATIONS

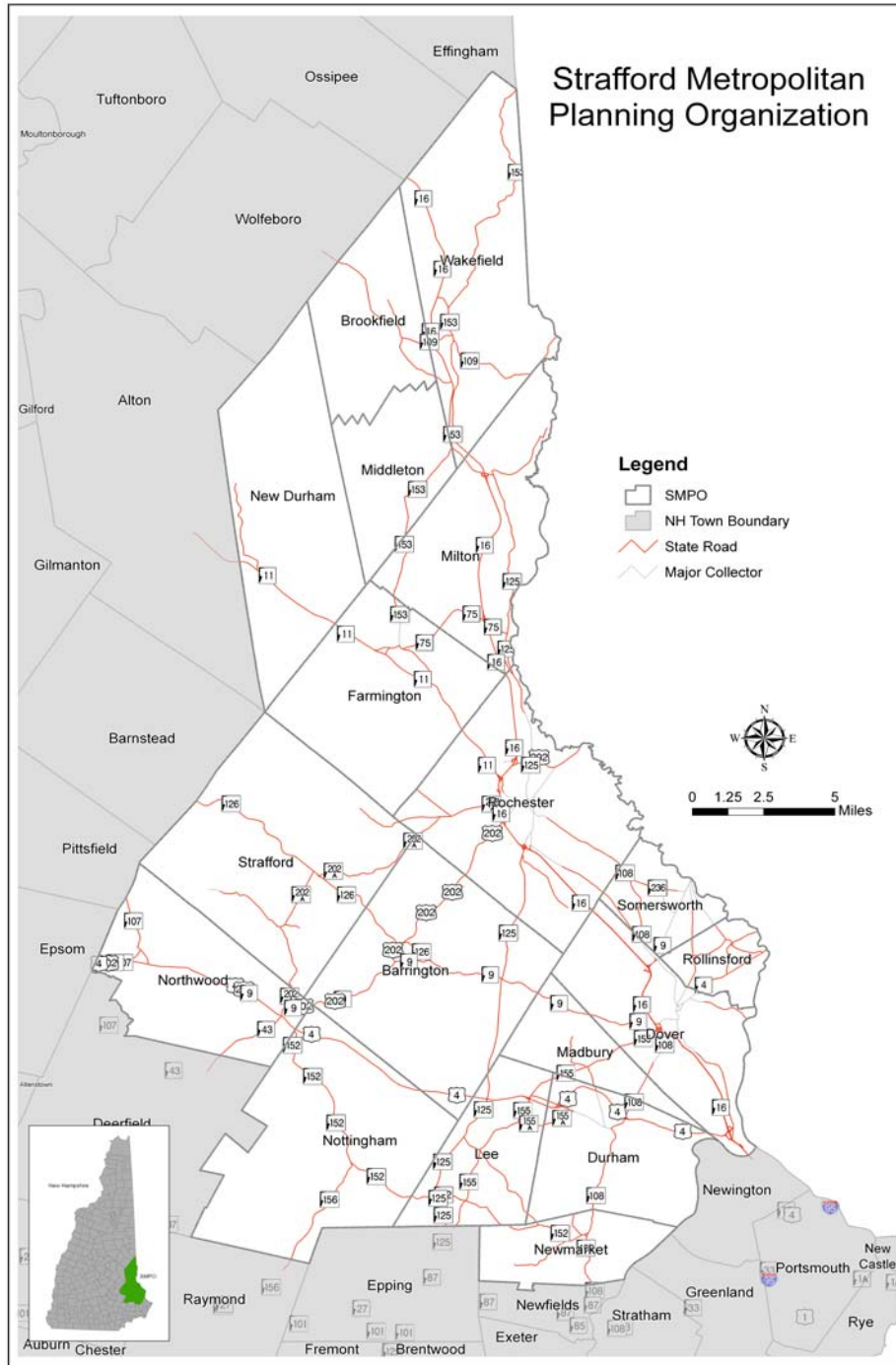
AADT	Average Annual Daily Traffic
ACS	American Community Survey
ACT	Alliance for Community Transportation
ADA	Americans with Disabilities Act of 1990
ADT	Average Daily Traffic
CAAA	Clean Air Act Amendments (1990)
CFR	Code of Federal Regulations
CMAQ	Congestion Mitigation/Air Quality Program
COAST	Cooperative Alliance for Seacoast Transportation
CTAP	Community Technical Assistance Program
CTPP	Census Transportation Planning Package
DBE	Disadvantaged Business Enterprises
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year
GACIT	Governor's Advisory Council on Intermodal Transportation
GIS	Geographic Information System
GPS	Global Positioning System
GSCC	Granite State Clean Cities Coalition
HPMS	Highway Performance Monitoring System
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
ITS	Intelligent Transportation Systems
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
MSA	Metropolitan Statistical Area
NHDES	New Hampshire Department of Environmental Services
NHDOT	New Hampshire Department of Transportation
NHOEP	New Hampshire Office of Energy & Planning
NHARPC	New Hampshire Association of Regional Planning Commissions
PL	MPO Planning Funds administered by FHWA
RCC	Regional Coordinating Council

Strafford Regional Planning Commission & Metropolitan Planning Organization
Unified Planning Work Program FY2012-2013

RPA	Regional Planning Agency
RPC	Rockingham Planning Commission
PSAP	Participant Statistical Areas Program
RTAP	Rural Technical Assistance Program
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act- A Legacy for Users
SCC	Statewide Coordinating Council
SIP	State Implementation Plan (for Air Quality Conformity)
SMPO	Strafford Metropolitan Planning Organization
SMRPC	Southern Maine Regional Planning Commission
SPR	State Planning and Research Funds
SRPC	Strafford Regional Planning Commission
TAC	Technical Advisory Committee
TAZ	Transportation Analysis Zone
TDM	Transportation Demand Management
TEA-21	Transportation Equity Act for the 21 st Century
TIP	Transportation Improvement Program
UNH	University of New Hampshire
UZA	Urbanized Area
UPWP	Unified Planning Work Program
VMT	Vehicle Miles Traveled
WBE	Women's Business Enterprises
3Cs	Continuing, Comprehensive, and Cooperative Transportation Planning

SMPO COMMUNITIES AND ORGANIZATIONS

The Strafford Regional Planning Commission (SRPC) is the designated Metropolitan Planning Organization (MPO) for the Cities of Rochester, Somersworth, and Dover and the Towns of Barrington, Brookfield, Durham, Farmington, Lee, Madbury, Middleton, Milton, New Durham, Newmarket, Northwood, Nottingham, Rollinsford, Strafford, and Wakefield New Hampshire. In addition we represent regional organizations including COAST, ACT, Wildcat Transit, and the University of New Hampshire.



INTRODUCTION

The Unified Planning Work Program of the Stafford Metropolitan Planning Organization identifies the planning priorities and work activities that the Metropolitan Planning Organization will address during the program period. The development of the Unified Planning Work Program is required as part of the Continuing, Comprehensive, and Cooperative (3c's) metropolitan planning process and specifically the Metropolitan Planning Rules (23 CFR 450:308). The unified aspect of the document, as indicated in the title, means that it encompasses all transportation planning activities that are foreseen, regardless of funding source or implementing agency. The contracted program period for this program is the two-year period from July 1, 2011 to June 30, 2013.

The Stafford Regional Planning Commission (SRPC) has played an important role in transportation planning for the southeastern region of New Hampshire for over twenty-eight years. Important dates of the Stafford Regional Planning Commission include the following:

1983 The Seacoast Metropolitan Planning Organization was created, based on the 1980 Census population of the Dover-Rochester-Portsmouth urbanized area growing above 50,000. Urbanized regions with populations than 50,000 are required to have Metropolitan Planning Organizations.

1993 In response to mandates of the Clean Air Act and the Intermodal Surface Transportation Equity Act (ISTEA), organizational changes occurred in FY 1993 and 1994 to expand the Seacoast Metropolitan Planning Organization to include all communities in the regional planning areas designated as air quality non-attainment areas.

2007 The Seacoast Metropolitan Planning Organization and the Salem Plaistow Windham Metropolitan Planning Organization were realigned to conform to the existing Rockingham Planning Commission and Stafford Regional Planning Commission boundaries. The Governor approved the re-designation on July 19, 2007. The Stafford Metropolitan Planning Organization is coterminous with the boundaries of the Stafford Regional Planning Commission. The Rockingham Metropolitan Planning Organization is coterminous with the boundaries of the Rockingham Planning Commission.

The current SMPO region is illustrated on page seven: *SMPO Communities and Organizations*.

SMPO FUNDING SOURCES FOR THE 2012-2013 UPWP

Transportation planning funds that support the Unified Planning Work Program are received from the five primary sources below. Transportation projects in the Strafford region that are not included as part of the SMPO UPWP scope of work are listed at the end of the document with their respective funding sources.

1. Federal Highway Administration (PL Funds)
2. Federal Transit Administration (Section 5303 Funds)
3. State Planning & Research (SPR Funds)
4. New Hampshire Department of Transportation (Local Match-subject to funding)
5. Strafford Regional Planning Commission (Local Match-subject to funding)

Approximately \$453,542 of federal funding will be available for transportation planning and air quality conformity analysis in the region in each of the next two years. The majority of funds are authorized by 23 USC 104(f), Metropolitan Planning (PL) funds, and Section 8 (metropolitan planning) of the Federal Transit Act (1998) with local match from state and local revenue sources. The New Hampshire Department of Transportation serves as the administrator and grantor.

Consistent with past programs, this Unified Planning Work Program has been prepared to reflect the ongoing implementation of the Clean Air Act Amendments of 1990 and the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) of 2005. These laws and their implementing regulations require a high level of transportation planning and analysis, while maintaining a strong emphasis on community involvement in the planning process.

A full description of the process can be found in the 2011-2035 Metropolitan Transportation Plan and a full description of the agencies and their responsibilities can be found in the current SMPO Prospectus. Copies of each of these documents are available at the Strafford Regional Planning Commission in Rochester, New Hampshire.

PURPOSE & CONTENTS OF THE UPWP

The 2012-2013 Unified Planning Work Program performs three major functions: (1) it provides information about the transportation planning functions the Metropolitan Planning Organization intends to undertake in 2012 and 2013 to support regional goals; (2) it provides accountability and transparency by outlining how federal, state, and local funding will be invested to support transportation planning functions; and (3) it acts as a tool that will assist the Metropolitan Planning Organization in managing transportation planning activities by providing guidance, performance measures, and a description of the expected work products. These functions are dictated by federal regulations for implementing transportation policy (23 CFR §450.308) and require that:

- "(b) Metropolitan transportation planning activities performed with funds provided under title 23 U.S.C. and title 49 U.S.C. Chapter 53 shall be documented in a unified planning work program (UPWP)...
- (c) ...each MPO, in cooperation with the State(s) and public transportation operator(s) shall develop a UPWP that includes a discussion of the planning priorities facing the MPA [metropolitan planning area]. The UPWP shall identify work proposed for the next one-or two-year period by major activity and task (including activities that address the planning factors in §450.306(a)), in sufficient detail to indicate who (e.g., MPO, State, public transportation operator, local government, or consultant) will perform the work, the schedule for completing the work, the resulting products, the proposed funding by activity/task, and a summary of the total amounts and sources of Federal and matching funds."

The work program for the FY 2012-2013 Unified Planning Work Program is based upon a continuous, cooperative, and comprehensive (3-Cs) process and provides consideration for implementation of projects, strategies, and services that address the planning factors identified in SAFETEA-LU. In addition, this document contains task that allow the Metropolitan Planning Organization to work toward its goals and objectives as defined in the 2011-2035 Metropolitan Transportation Plan.

On September 30, 2009 SAFETEA-LU, the bill authorizing transportation programs, planning factors, and funding for surface transportation, expired. SAFETEA-LU has been extended six times since its expiration without a full reauthorization. SMPO activities, as outlined in the Unified Planning Work Program, adhere to the current planning factors and requirements of SAFETEA-LU. In recognition of the potential for an upcoming reauthorization of a transportation bill, the Metropolitan Planning Organization is committed to taking the necessary steps to be in compliance with any new transportation regulations that become law.

Table 1: 2012-2013 UPWP Category & Task Outline

Category 100: Administration & Training	
Task Number	Task Title

- | | |
|------------|--|
| 101 | Invoices, Accounting, Audits, & Reports |
| 102 | Program Administration |
| | 102.1 UPWP Development & Amendments |
| | 102.2 UPWP Administration & Reporting |
| | 102.3 SMPO Prospectus & Bylaws |
| 103 | Training & Memberships |
| | 103.1 Training |
| | 103.2 Memberships |
| 104 | Indirect Cost Rate (Set Aside) |
| 105 | Performance Measures |

Category 200: Policy & Planning	
Task Number	Task Title

- | | |
|------------|---|
| 201 | Ten-Year Plan (TYP) |
| | 201.1 GACIT |
| | 201.2 Statewide Ten-Year Plan |
| 202 | Land Use & Environmental Linkages |
| 203 | Transportation Planners Collaborative |
| 204 | Interagency Consultation |
| 205 | Transportation Improvement Program |
| | 205.1 Annual Listing of Obligated Projects |
| | 205.2 2011-2014 Transportation Improvement Program |
| | 205.3 2013-2016 Transportation Improvement Program |
| | 205.4 Financial Constraint Analysis |
| | 205.5 Amendment Procedures |
| 207 | Intelligent Transportation System |
| 209 | Transportation Air Quality Conformity |
| 210 | Metropolitan Transportation Plan (MTP) |
| | 210.1 MTP Development & Amendments |
| | 210.2 Financial Constraint Analysis |
| 211 | Review of Transportation Materials/Documents |
| 212 | MOVES Training, Research, Data Collection |

Category 300: Public Involvement & Coordination

Task Number	Task Title
301	Transportation Advisory Committee
303	Public Participation Plan
304	Public Outreach
	304.1 Public Involvement
	304.2 Media Activities/Website
	304.3 Inclusionary Actions
305	Policy Committee
306	Coordinated Planning Effort - 5 Portland-Boston MPOs
307	Bi-State Coordination
308	SMPO Representation
	308.1 SMPO Representation
	308.2 Public Presentations

Category 400: Plan Support

Task Number	Task Title
401	Traffic Counts
	401.1 Traffic Count Data Collection & Management
	401.2 Supplemental Traffic Counts
402	Form 536- Local Operations and Maintenance Revenues and Expenditures
403	Geographic Information System
	403.1 Standardized GIS Maps
	403.2 Regional Crash Data
	403.3 Natural Resources Inventory
	403.4 Regional Culvert Assessment
404	Demographics & Socioeconomics
	404.1 Economic Data
	404.2 Demographics
405	Equipment
	405.1 Equipment Acquisition
	405.2 Hardware & Software Data
406	Transportation Model
	406.1 Model Updates, Enhancements, & Development Coordination
	406.2 Building Permit Data
407	Census

Category 500: Technical Assistance & Support

Task Number	Task Title
501	Local & Regional Assistance
	501.1 General Transportation Assistance
	501.2 Access Management
	501.3 Committee Support
	501.4 Local Officials
	501.5 Land Use Boards
502	Statewide & Federal Assistance
	502.1 Statewide & Federal Assistance
	502.2 Highway Performance Monitoring System (HPMS)
	502.3 Statewide Transportation Model
	502.4 Data Analysis
503	Local Public Agency Program Support (CMAQ, TE, etc...)
	503.1 Congestions Mitigation Air Quality (CMAQ)
	503.2 Transportation Enhancement (TE)
	503.3 Scenic Byways
	503.4 Safe Routes to School (SRTS)
	503.5 Highway Safety Improvement Program (HSIP)
504	Special Projects
505	Regional Coordinating Councils
	505.1 Coordinated Plan Activities
	505.2 Planning Assistance to the Alliance for Community Transportation (ACT)
506	Transit Agency Support
	506.1 Planning Assistance to COAST
	506.2 Regional Transit Providers & Wildcat Transit
	506.3 Intermodal Transit Survey
507	TDM Support
508	Regional/Multi-Regional Bike/Pedestrian Planning
	508.1 Bicycle & Pedestrian Event Planning Activities
	508.2 Bicycle & Pedestrian Project Support
	508.3 Multi-Use Trail Project Support

Strafford Regional Planning Commission & Metropolitan Planning Organization
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Table 2: SAFETEA-LU Factors & Supporting UPWP Tasks (by task number)

SAFETEA-LU Factors		Category 100	Category 200	Category 300	Category 400	Category 500
1	Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.	101, 102, 103, 105	202, 203, 204, 205, 207, 209, 210	301, 303, 304, 305, 308	403, 404, 406, 407	501, 502, 503, 506
2	Increase the safety of the transportation system for motorized and non-motorized users.	101, 102, 103, 105	202, 203, 204, 205, 207, 209, 210	301, 303, 304, 305, 308	401, 402, 403, 404, 405, 406, 407	501, 502, 503, 506
3	Increase the security of the transportation system for motorized and non-motorized users.	101, 102, 103, 105	202, 203, 204, 205, 207, 209, 210	301, 303, 304, 305, 308	402, 404, 405, 406, 407	501, 502, 503, 506
4	Increase accessibility and mobility of people and freight.	101, 102, 103, 105	201, 202, 203, 204, 205, 207, 209, 210	301, 303, 304, 305, 306, 307, 308	402, 404, 405, 406, 407	501, 502, 503, 505, 506, 507, 508
5	Protect and enhance the environment, promote energy conservation and improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.	101, 102, 103, 105	201, 202, 203, 204, 205, 207, 209, 210	301, 303, 304, 305, 306, 307, 308	403, 406	501, 502, 503, 505, 506, 507, 508
6	Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.	101, 102, 103, 105	201, 202, 203, 204, 205, 207, 209, 210	301, 303, 304, 305, 306, 307, 308	401, 403	501, 502, 503, 505, 506, 507, 508
7	Promote efficient system management and operations.	101, 102, 103, 105	201, 202, 203, 204, 205, 207, 209, 210	301, 303, 304, 305, 306, 307, 308	401, 402, 403, 404, 405, 406, 407	501, 502, 503, 505, 506, 507, 508
8	Emphasize the preservation of the existing transportation system.	101, 102, 103, 105	201, 202, 203, 204, 205, 207, 209, 210	301, 303, 304, 305, 306, 307, 308	401, 402, 403, 404, 405, 406, 407	501, 502, 503, 505, 506, 507, 508

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FEDERAL HIGHWAY ADMINISTRATION (FHWA) & FEDERAL TRANSIT ADMINISTRATION (FTA) PLANNING EMPHASIS AREAS (PEA)

On November 1, 2010 the Federal Highway Administration's New Hampshire Division Office and the Federal Transit Administration's Region 1 Office released their Planning Emphasis Areas for consideration in the development of the 2012-2013 Unified Planning Work Program. These directives provide guidance regarding: areas for improvement in current activities, areas of ongoing importance (SAFETEA-LU factors, financial constraint), and new FHWA & FTA initiatives that will likely become part of any new Federal transportation authorization.

In the 2012-2013 UPWP, SMPO strove to incorporate these recommendations into our scope of work. This reflects our ongoing efforts to comply with Federal goals and regulations, while meeting the needs of our region.

The Planning Emphasis Areas outline ten areas focus which include:

1. **SAFETEA-LU Compliance**
2. **Fiscal Constraint and Financial Planning**
3. **Project Monitoring:**
4. **Metropolitan & Statewide Travel Demand Model Maintenance**
5. **Data Collection for HPMS Maintenance & Monitoring**
6. **Integrating 2010 Decennial Census Data**
7. **Planning & Environmental Linkages (PEL)**
8. **Planning Performance Measures**
9. **Climate Change**
10. **Livability**

Strafford Regional Planning Commission & Metropolitan Planning Organization
Unified Planning Work Program FY2012-2013

Table 3: Planning Emphasis Areas and Supporting Tasks

Planning Emphasis Areas		Category 100	Category 200	Category 300	Category 400	Category 500
1	SAFETEA-LU Compliance	101, 102, 103, 105	201, 202, 203, 204, 205, 207, 209, 210	301, 303, 304, 305, 306, 307, 308	401, 402, 403, 404, 405, 406, 407	501, 502, 503, 505, 506, 507, 508
2	Fiscal Constraint & Financial Planning	102, 105	201, 205, 210	304, 308	402, 406	502, 503
3	Project Monitoring	102	201, 203, 204, 205, 210	303, 304, 308		501, 502
4	Metropolitan & Statewide Travel Demand Model Maintenance	102, 104			401, 403, 404, 405, 406, 407	502
5	Data Collection for HPMS Maintenance & Monitoring	102			401	501, 502
6	Integrating 2010 Decennial Census Data	102			407	
7	Planning & Environmental Linkages (PEL)	102, 104	202, 210		403, 404, 406,	501, 502, 503, 505, 506, 508
8	Planning Performance Measures	102, 105	201, 205, 207, 209, 210	301, 305, 304	401, 406	503, 505, 506, 508
9	Climate Change	102, 104	202, 205, 207, 209, 210, 211, 212	306, 307, 308	403, 404, 406	501, 503, 505, 506, 507, 508
10	Livability	102, 104	202, 205, 207, 209, 210, 211,	306, 307, 308	401, 403, 404, 406, 407	501, 503, 505, 506, 507, 508

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Table 4: Tasks Addressing Recommendations & Corrective Actions from the SMPO Transportation Planning Review

Recommendations & Corrective Actions		Category 100	Category 200	Category 300	Category 400	Category 500
1	Public Comment & Response Summaries	102, 105	201, 205, 207, 209, 210	304		505, 506, 508,
2	Financial Projections with Adjustments for Year-of-Expenditure Dollars		205, 210		402, 404, 406, 407	503
3	Linking Air Quality Conformity Determinations to Applicable Documents		201, 205, 209, 210			503
4	Improved Transportation Project Development		201, 205, 210	301, 304, 305, 306, 307, 308	401, 403, 404, 406, 407	501, 502, 503, 505, 506, 508
5	Incorporating Performance Measures	102, 105	201, 205, 207, 209, 210	301, 305, 304	401, 406	503, 505, 506, 508
6	Appropriate Agency Review of Planning Documents	101, 102, 105	201, 205, 207, 209, 210, 212	301, 303, 304, 305	401	501, 502, 503, 505, 508
7	System Level Estimates for Operations & Maintenance of Road Networks that includes Cost and Revenue Projections	105	201, 205, 210	304, 308	402, 406	502, 503
8	Detailed Listing of Proposed Annual Projects with Phasing & Funding Category	102	201, 205, 210			503
9	Coordinated & Cooperative Project Development for NH Urbanized Areas	102	201, 203, 204, 205, 210	301, 303, 304, 305, 306, 307, 308	401, 403, 404, 406	501, 502, 503, 505, 506, 508
10	Detailed Financial Constraint	102	205, 210			503
11	Project Monitoring for Improved Fiscal Management	102	201, 203, 204, 205, 210	303, 304, 308		501, 502
12	Account for Limited English Proficiency (LEP) needs in SMPO Functions	102, 105	202, 205, 210	303, 304, 308	403, 404, 406, 407	505, 506, 507, 508
13	Stand Alone Title VI Program Document	102		303, 304, 308		

Strafford Regional Planning Commission & Metropolitan Planning Organization
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15	Update Regional ITS Architecture	102	207	303, 304		
16	Cooperative Model Maintenance with Rockingham Planning Commission	102			403, 404, 405, 406, 407	
17	Prepare an MOU with DES		205, 209, 210	303		
18	Utilize MOVES for Off-Model Project Emissions Analysis	102	201, 205, 210, 212			503, 505, 506, 508
19	Improved Freight Planning	102	205, 210	304, 308	401, 403, 404, 406, 407	501, 502, 503, 507

ORGANIZATION OF THE UPWP

The Unified Planning Work Program summarizes the tasks and activities that will be undertaken to support the Metropolitan Planning Organization’s planning efforts. During the fall of 2010, in an effort to establish consistency and consensus regarding the format and content of the Unified Planning Work Program, a group with members representing RPCs/MPOs, NHDOT, and FHWA held a series of workgroup meetings. The group focused on addressing a number of concerns related to the content of the Unified Planning Work Program including:

- Identifying critical/mandatory work tasks
- Developing a definition and scope-of-work for each task
- Creating a consistent structure for tasks
- Build more flexibility for moving funding between tasks
- Establish standards to maintain appropriate levels of accountability
- Establish common standards and guidance for monthly invoicing

The process resulted in a scope of work that includes five main “categories” each containing a number of work “tasks” representing the core work essential to the planning efforts of the Metropolitan Planning Organization. **Table 1** is an outline of the categories and tasks included in the 2012-2013 UPWP.

The following section provides details about the format for the Categories and Tasks.

Category and Purpose:

Each category provides a detailed explanation of its importance and its purpose to regional transportation planning.

Task and Objective:

Tasks will be included in sequential order. The name and number of the task will be listed along with the overall objective of the task, reflecting how it supports planning efforts in its respective category.

Subtasks and Work Products:

Under each task all subtasks and work products are listed that will be included in the task. Task/subtask descriptions and work products for this scope of work are created in consultation with the Metropolitan Planning Organization’s Technical Advisory Committee and Policy Committee, FHWA, FTA, NHDOT, NHDES, COAST, UNH, and staff. This list reflects ongoing and cyclical tasks, required federal activities, and requested activities from the above list of agencies.

SCOPE OF WORK FOR UPWP CATEGORIES AND TASKS

Category 100: Administration

Purpose: This category oversees and facilitates the administration of the agency and its contractual agreements, financial and program reporting requirements, MPO administrative documents, management of work tasks, staff training and development, organization memberships, and conduct of other activities needed to fulfill the MPO's mission as established by federal and state statutes.

Task 101: Invoices, Accounting, Audits, & Reports

Objectives: Develop and submit in timely manner the reimbursement requests and required financial supporting documents.

101 Financial Management: The purpose of this task is to administer the Unified Planning Work Program contract and any subcontracts. This includes invoices, indirect cost rate administration, cost accounting, and Unified Planning Work Program task fulfillment and amendments.

Work Products:

- 1) Biweekly Time Sheets with notes meeting audit requirements
 - 2) Monthly Unified Planning Work Program Invoices
 - 3) Monitoring Unified Planning Work Program for Financial Compliance
 - 4) Indirect Cost Rate Administration
 - 5) Fiscal Administration of Unified Planning Work Program
 - 6) Administrative, clerical, and supervisory support
-

Task 102: Program Administration

Objectives: Provide for management of the Unified Planning Work Program contracts in compliance with federal and state statutes and regulations, as well as the

development and updates to the Metropolitan Planning Organization
Prospectus, Bylaws, and contract development and management.

102.1 Unified Planning Work Program Development & Amendments: The purpose of this subtask is to develop and obtain approval of the 2014-2015 Unified Planning Work Program and to monitor and amend the 2012-2013 Unified Planning Work Program.

Work Products:

- 1) Unified Planning Work Program for Fiscal Years 2014-2015
- 2) Reports and amendments to Unified Planning Work Program for Fiscal Years 2012-2013 (as needed)

102.2 Unified Planning Work Program Administration & Reporting: The purpose of this subtask is to encompass all general administrative activities necessary to implement the 2012-2013 Unified Planning Work Program. It allows for the management and administration of the Unified Planning Work Program to ensure compliance with state and federal regulations. It also provides for the timely completion of monthly Unified Planning Work Program progress reports and the annual Unified Planning Work Program performance report.

Work Products:

- 1) Monthly Unified Planning Work Program Reports
- 2) Annual Reports
- 3) Unified Planning Work Program administrative and management tasks
- 4) Staff meetings
- 5) Legal review of certifications and contractual language

102.3 SMPO Prospectus and Bylaws: The purpose of this subtask is to update the Prospectus and Bylaws as necessary in compliance with state and federal statutes. The Technical Advisory Committee will review updates and provide recommendations to Policy Committee. The Policy Committee will approve recommended changes made to the Prospectus or Bylaws.

Work Products:

- 1) Amendments (as needed)
- 2) 30-Day Public notification and Public Hearing
- 3) Research on best practices, FTA and FHWA standards, NH statutes for Amendments.

Task 103: Training & Memberships

Objectives: Provide staff development and training through attendance and presentations at transportation related workshops, seminars, and conferences. Maintain a metropolitan planning organization membership to AMPO, NEARC, and other state and regional associations as a learning and information resource for transportation related topics.

103.1 Training: The purpose of this subtask is to continue to develop staff knowledge through attendance at conferences, workshops, and seminars as necessary. Emphasis will be placed on developing staff capacity in contract administration, indirect cost proposal development, air quality, transportation demand model, inter-modal transportation, and land use/transportation planning.

Work Products:

- 1) General transportation planning training courses: eligibility is established by demonstrating transportation planning link.
- 2) Increase in staff knowledge and skill sets
- 3) Attend Transportation Research Board Annual Meeting
- 4) Attend Transportation Research Board Boston Meetings
- 5) Attend NESCAUM (Northern Transportation and Air Quality Summit)

103.2 Memberships: The purpose of this subtask is to continue membership in the Association of Metropolitan Planning Organizations (AMPO), Northeast ARC Users Group (NEARC), New Hampshire Climate Collaborative, and the New Hampshire Association of Regional Planning Commissions (NHARPC).

Work Products:

- 1) Membership

Task 104: Indirect Cost Rate (Set Aside)

Objectives: Set aside a portion of the Unified Planning Work Program funding for the potential financial impacts associated with annual indirect cost rate adjustments. On an annual basis, as the indirect cost rate adjustment is finalized, any unused portion of the set aside may be reallocated to other tasks with the approval of NHDOT.

Task 105: Performance Measures

Objectives: Develop agreed-to standards and utilize metrics and methods for tracking planning activities in an effort to identify and improve the implementation of planning functions and compliance with applicable federal and state regulations

105 Performance Measures: The purpose of this subtask involve the discussion, development, and tracking of performance measures related to the delivery of services, compliance with applicable state and federal rules, and the transportation system performance. As a transportation planning organization, activities are limited to setting performance targets, standards, and collecting data to compare on-the-ground measurements to performance targets.

Work Products:

- 1) Data Standards
- 2) Data Collection & Analysis
- 3) Reporting
- 4) Tracking
- 5) Attendance at performance measure trainings

Category 200: Policy & Planning

Purpose: This category provides for the development and update of the Metropolitan Transportation Plan, Transportation Improvement Program and other guiding documents and reports reflective of local and regional priorities as well as federal and state policies, and New Hampshire Ten Year Plan. It includes special studies, such as corridor plans.

Task 201: Ten-Year Plan (TYP)

Objectives: Assist the Technical Advisory Committee in recommending projects of local and regional importance for the New Hampshire Ten Year Plan for approval by the Policy Committee. This task includes updating and submitting project priorities for the Ten Year Plan per the processes established in New Hampshire RSA 228:99 and RSA 240.

201.1 GACIT: The purpose of this subtask is to ensure that regional and local transportation priorities and projects receive a public hearing and are represented at GACIT meetings and within draft review documents. Staff will collaborate with communities and regional agencies to ensure that their voices are being heard at GACIT and that there is public outreach to citizens and businesses.

Work Products:

- 1) Presentations and attendance at GACIT meetings
- 2) Assistance to communities in presentations of local issues

201.2 Statewide Ten-Year Plan: The purpose of this subtask is to ensure that the public, communities, regional and statewide agencies are provided an opportunity to participate in the Ten Year Plan process through project scoping meetings, and that regional projects are included in the final version.

Work Products:

- 1) Project solicitation process for the Ten Year Plan
- 2) Meeting attendance in region and with NHDOT
- 3) Regional Ten Year Plan priorities and project listing

- 4) Review draft versions of Statewide Ten Year Plan
- 5) Policy and process review committee participation, as necessary

Task 202: Land Use & Environmental Linkages

Objectives: Facilitate planning connections amongst land use, natural resources, and transportation, and provide education to the public and businesses to foster the identification and implementation of better transportation projects.

202 Land Use & Environmental Linkages: The purpose of this task is to link transportation system planning and project development to preparations for severe storm events, livable communities and overall sustainability through federal and state policy initiatives. The transportation nexus will be at the core of all land use and environmental planning activities undertaken by the Metropolitan Planning Organization.

Work Products:

- 1) Technical review and assistance to partner agencies and communities
- 2) Participation on committees and work groups
- 3) Development of reports, fact sheets, media presentations

Task 203: Transportation Planners Collaborative (TPC)

Objectives: Improve coordination, communication, and collaboration with the agencies involved in transportation planning in New Hampshire.

203 Transportation Planners Collaborative (TPC): The purpose of this task is to foster better communication amongst the regional planning commissions and the NHDOT. The Bureau of Planning & Community Assistance will facilitate quarterly meetings of the Transportation Planning Collaborative (TPC) to increase understanding of the issues and needs faced by the transportation planners around the state, whether they work for NHDOT or a regional planning commission.

Work Products:

- 1) Quarterly Meetings with TPC group

Task 204: Interagency Consultation

Objectives: Improve coordination, communication, and collaboration amongst the federal, state, and regional planning agencies involved with transportation planning and the air quality conformity process through monthly meetings.

204 Interagency Consultation: The purpose of this task is to continue an ongoing dialogue that strengthens the process and products of each agency. The agencies include EPA, NHDES, FHWA, FTA, NHDOT, MPOs, and regional planning commissions. The Bureau of Planning & Community Assistance will facilitate monthly meetings to ensure ongoing information sharing and collaborative problem solving for transportation issues.

Work Products:

- 1) Participation in monthly interagency meetings
- 2) Review of materials presented at Interagency Consultation Group meetings
- 3) Coordination with regional communities and agencies for accuracy

Task 205: Transportation Improvement Program (TIP)

Objectives: Complete required updates for the Strafford Metropolitan Planning Organization and Statewide Transportation Improvement Programs. In fiscal year 2013, prepare the Metropolitan Planning Organization Transportation Improvement Program in cooperation with NHDOT. Conduct other activities as needed in compliance with federal regulations.

205.1 Annual Listing of Obligated Projects: The purpose of this task is to highlight the progress made during the year on projects that were (de) obligated during the year. The *Annual Listing of Obligated Projects* will be published in the Foster's Daily Democrat twice during the 2012-2013 Unified Planning Work Program - once in January 2012 and once in January 2013. Maps will be used to identify locations of obligated and de-obligated projects. Maps and final document will be available for

the public to increase their understanding of the transportation planning process and progress on project implementation.

Work Products:

- 1) Fiscal Year 2011 Annual Listing of Obligated Projects document with project maps
- 2) Fiscal Year 2012 Annual Listing of Obligated Projects document with project maps

205.2 2011-2014 Transportation Improvement Program: The purpose of this task is to ensure that the 2011-2014 Transportation Improvement Program stays updated via Full Amendments and Monthly Minor Revisions. Staff will work with communities, regional and state agencies to ensure that projects advance in the process and that changes to funding, scheduling, phases, and completion dates are accurately provided to federal, state and local agencies and the public.

Work products:

- 1) Legal Notices
- 2) Full Amendments
- 3) Monthly Minor Revisions
- 4) Involvement of Technical Advisory Committee and Policy Committee
- 5) Approval by Policy Committee or Executive Committee per Prospectus

205.3 2013-2016 Transportation Improvement Program: The purpose of this task is to prepare the 2013-2016 Transportation Improvement Program in coordination with the NH Ten Year Plan cycle and Metropolitan Transportation Plan process in compliance with federal regulations and state statutes. The use of visualizations, maps, and tables to provide clear information in an accessible manner will be used whenever appropriate in the development of the 2013-2016 TIP.

Work Products:

- 1) 2013-2016 Transportation Improvement Program preparation
- 2) Approval of the 2013 – 2016 Transportation Improvement Program by October 31, 2012.

205.4 Financial Constraint Analysis: The purpose of this task is to ensure projects in the Transportation Improvement Program are financially constrained through preparation of a budget meeting FHWA and FTA requirements. The financial constraint analysis is required to be included in the Transportation Improvement Program prior to approval by the Policy Committee.

Work Product:

- 1) Completed Financial Analysis

205.5 Amendment Procedures: The purpose of this task is to provide a process through the Interagency Consultation process, in which NHDOT would discuss draft revisions to the Transportation Improvement Program/Statewide Transportation Improvement Program amendment process.

Work Product:

- 1) Collaboration with NHDOT (as needed)

Task 207: Intelligent Transportation System (ITS)

Objectives: Address ITS architecture and plan for implementation within the Strafford and Rockingham MPOs and coordinate with NHDOT. Prepare necessary updates for the architecture and plan in collaboration with NHDOT statewide plan.

207 ITS: The purpose of this task is to ensure that the recommendations from the Seacoast Regional ITS Architecture and Plan are being incorporated into long-range projects, policies, and NH Ten Year Plan. The Metropolitan Planning Organization will sponsor a regional ITS Advisory Committee to increase collaboration and to ensure that projects move forward in the Metropolitan Transportation Plan and Transportation Improvement Program.

Work Products:

- 1) Updates to the Seacoast Regional ITS Architecture and Plan
- 2) Sponsorship of a regional ITS Advisory Committee
- 3) Inclusion of ITS projects in Metropolitan Plan and NH Ten Year Plan

Task 209: Transportation Air Quality Conformity

Objectives: Ensure compliance of Metropolitan Planning Organization documents with the federal Clean Air Act, as amended, and federal regulations relating to air quality conformity.

209 Transportation Air Quality Conformity: The purpose of this task is to ensure that the current version of the Air Quality Conformity Analysis document will be updated as needed to account for any amendments to the Transportation Improvement Program and the Metropolitan Transportation Plan. In the fall of 2012, the Air Quality Conformity Analysis document will be updated to account for

changes in the next Transportation Improvement Program and Statewide Transportation Improvement Program. This task also provides for any additional air quality conformity determinations including, but not limited to, on/off model air quality determinations for CMAQ, and requests from state and local agencies. The use of visualizations, maps, and tables to provide clear information in an accessible manner will be used whenever appropriate when creating air quality documents.

Work Products:

- 1) Updates to current Air Quality Conformity Analysis document when needed
- 2) New Air Quality Conformity Analysis document in 2012
- 3) If needed, revisions to include any regional transportation projects as requested
- 4) Air quality determinations undertaken to support CMAQ, or other programs

Task 210: Metropolitan Transportation Plan (MTP)

Objectives: Comply with the requirements of 23 USC § 134, 49 USC § 5303, and other regulations of FHWA and FTA. Update the Strafford 2011-2035 Metropolitan Transportation Plan and related transportation planning documents per SAFETEA-LU and other federal requirements.

210.1 Metropolitan Transportation Plan Development and Amendments: The purpose of this task is to complete necessary updates of the 2011-2035 Metropolitan Transportation Plan to include sections on: Long Range Transportation Project list, financial constraint, freight, operations and maintenance, and security. Instead of section updates, the entire plan may be updated to include a new horizon year as may be agreed to by NHDOT, FHWA, FTA and the MPOs during Interagency Consultation. The use of visualizations, maps, and tables to provide clear information in an accessible manner will be used whenever appropriate when updating the Metropolitan Transportation Plan or developing/revising chapters in the plan. [E.g. When projects are updated, project locations will be identified on a map of the Strafford region and included in the plan.]

Work Products:

- 1) Updates and a fiscally constrained Metropolitan Transportation Plan
- 2) 30-Day Public Notice
- 3) Public Hearings and meetings to review revised strategies
- 4) Amendments and minor revisions as necessary
- 5) Consistency with other MPOs regarding Project Selection Criteria and Project Selection Process

6) Project solicitation in the winter of 2013

210.2 Financial Constraint Analysis: The purpose of this task is to ensure that the 2011-2035 Metropolitan Transportation Plan, or the next version, contains short-term and long-term transportation projects that are financially constrained per federal and state regulations and projected revenue sources. The document is updated using federal regulations and state statutes.

Work Products:

1) Completed Financial Reports

Task 211: Review Of Transportation Materials and Documents

Objectives: Ensure that staff who work in the Unified Planning Work Program stay informed about transportation related topics.

211 Review of Transportation Materials and Documents: The purpose of this task is for staff to read FHWA, FTA, EPA, NHDES Air Resources, NHDOT, AMPO, AASHTO, NH Climate Collaborative materials and other documents and materials related to transportation. This provides time for staff to read and reread CFRs and other federal guidance and to learn best practices for implementing transportation programs and emerging programs, such as “Every Day Counts”. This task also fosters a high level of understanding about rules and regulations mandated by the state and federal governments regarding operations, transportation technology, planning emphasis areas, and other transportation materials that allow staff working in the Unified Planning Work Program to be on the forefront of transportation planning.

Work Products:

1) Knowledge of CFRs, federal and state guidance, and transportation planning materials

Task 212: MOVES 2010

Objectives: Ensure for a seamless transition to MOVES2010 by the date mandated by the Environmental Protection Agency.

212 **MOVES 2010:** The purpose of this task is to replace MOBILE 6.2 with MOVES 2010 by the spring of 2012 per EPA regulations and guidance. It is essential for staff to become familiar with this newly developed air quality model as it uses new inputs and produces different results from MOBILE 6.2. Staff will be meeting with NHDES, NHDOT, EPA, FHWA, and FTA to determine the work necessary for the transition. There may be new types of data collection, data processing. Training will be necessary to operate this new air quality model.

Work Products:

- 1) Participation in meetings regarding MOVES
- 2) Participation in trainings and webinars regarding MOVES
- 3) Practice air quality modeling with MOVES
- 4) Data collection for MOVES (types of data collection TBD)
- 5) Knowledge and ability to use MOVES

Category 300: Public Involvement & Coordination

Purpose: This category provides for the timely development and implementation of policies, plans and projects through a public process of listening, facilitation, education and outreach, collaboration and recommendations to state and federal agencies, with special attention to inclusionary actions.

Task 301: Technical Advisory Committee (TAC)

Objectives: Engage municipalities and agencies in an ongoing process that accurately portrays their transportation needs and interests, and through cooperative efforts builds regional perspectives and priorities for the Strafford region.

- 301 Technical Advisory Committee (TAC):** The purpose of this task is to encourage the region's communities and agencies to actively participate in the Technical Advisory Committee. Staff will organize monthly meetings and provide all documents related to the meetings to ensure that participants can make informed decisions at meetings.

Work Products:

- 1) Technical Advisory Committee agenda, minutes, documents
- 2) Agenda, approved minutes, documents posted to website
- 3) Attendance of community leaders and residents
- 4) Inclusion of information on the SRPC/SMPO website
- 5) Tracking
- 6) Legal notices

Task 303: Public Participation Plan (PPP)

Objectives: Increase public awareness and opportunities to participate in transportation planning, decision-making, and plan implementation, particularly for underrepresented populations and businesses in the region.

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- 303 Public Participation Plan:** The purpose of this task is to ensure that the public is actively engaged in transportation planning with quality opportunities to learn and participate in an open and transparent process. This is accomplished through the development and implementation of an action plan that solicits input from the residents and businesses of the region with special efforts made to include the underrepresented and those who may be most affected by the decisions made during the processes contained within the Unified Planning Work Program. The Public Participation Plan will be updated in this two year timeframe.

Work Products:

- 1) Update of the Public Participation Plan
- 2) Involvement of underrepresented populations in plan development
- 3) Involvement of Technical Advisory Committee, Policy Committee
- 4) 45 day public review period and legal notices
- 5) Outreach activities

Task 304: Public Outreach

Objectives: Facilitate the exchange of information between the planning commission and local governments, businesses, university and colleges, associations, and the public on topics related to transportation. In particular, efforts that expand the policies and actions in the Metropolitan Plan and the Public Participation Plan are priority actions.

304.1 Public Involvement: The purpose of this task is to increase public awareness and participation in transportation planning and plan implementation by working with businesses, university and colleges, associations (such as Chamber of Commerce, Rotary), and local governments and nonprofits.

Work Products:

- 1) Presentation materials
- 2) Meetings
- 3) Technical assistance

304.2 Media Activities/Website: The purpose of this task is to provide local newspapers, libraries, government centers, radio and television stations with public notices and documents. In addition provide outreach to governments, interested parties, colleagues, collaborators through the use of website, email newsletters and alerts, and the use of social media to provide information on legal notices and public review of documents, public hearings and meetings, emerging and new topics and a variety of transportation-related topics.

Work Products:

- 1) Legal 30-Day Public Hearing Notices
- 2) Agendas, approved minutes, documents posted in Fosters and on SRPC website; review documents posted at libraries, government centers
- 3) Transportation articles and updates
- 4) Distribution of transportation related materials to communities/libraries

304.3 Inclusionary Actions: The purpose of this task is to provide meaningful opportunities for input from minority, non-English speaking, other residents in the metropolitan planning organization 's public involvement processes in accordance with Title 6 of the Civil Rights Act of 1964 and the Environmental Justice provisions of SAFETEA-LU.

Work Products:

- 1) Process and project information on SRPC Web page
- 2) Public forums, focus groups, meetings, workshops regarding public's transportation needs, projects and services, information on transportation issues

Task 305: Policy Committee

Objectives: Establish metropolitan planning organization's priorities and policies for region with due consideration of federal and state regulations and policies. Consider approval for metropolitan planning organization documents prepared on behalf of the region.

305 Policy Committee: The purpose of this task is to encourage regional communities and agencies to actively participate in the Policy Committee through their appointed regional planning commissioners and agency appointees. Staff will organize monthly meetings and provide documents related to the meetings to ensure that participants can have informed discussions and decision-making. Staff will ensure that Policy Committee members receive ongoing opportunities for discussions, presentations, speakers, outreach activities and materials to aid them in their work. Staff will provide technical assistance for outreach and education requests from Policy Committee members within their agencies and communities, such as presentations to Selectmen and Councils.

Work Products:

- 1) Policy Committee agendas, minutes, documents
 - 2) Agendas, approved minutes, documents posted to website
 - 3) Attendance of community leaders and residents
 - 4) Legal notices for meetings and public hearings
 - 5) Technical assistance
 - 6) Speakers and presentations for meetings
 - 7) Letters and reports
-

Task 306: Coordinated Planning Effort- 5 Portland-Boston MPOs

Objectives: Support interstate, interagency coordination for Boston-Portland Interstate 95 and rail corridor freight and transit improvements. Identify needs, short-and long-term improvements, and strategies to achieve integrated transportation services and infrastructure for passenger and freight movement on this

corridor, as well as connecting intermodal facilities and service providers. Support long-term, collaborative strategies to improve the rail corridor, enhance the parallel interstate highway system operations, and provide improved freight and passenger efficiencies for the northern New England corridor.

- 306** **Coordinated Planning Effort- 5 Portland-Boston MPOs:** The purpose of this task is to establish a series of meetings with representation from each metropolitan planning organization, intercity rail and transit authorities and providers, Pan Am and NH North Coast railways, MTBA, MEDOT, NHDOT, MASSDOT, FTA, FRA, FHWA, and key corridor communities and their economic development staff or other representatives. These meetings would be an effort to coordinate improvements to the highway, transit and rail corridors. Projects would likely benefit efficient freight movement, support for corridor improvements that impact the greater corridor, and to establish a list of corridor improvement priorities.

Work Products:

- 1) Two annual meetings to begin discussions
 - 2) A mission statement outlining group goals
 - 3) Description of capacity and services along the corridor
 - 4) Listing of current projects
 - 5) Listing of potential projects and draft priorities
-

Task 307: Bi-State Coordination

Objectives: Ensure coordination between Maine and New Hampshire regarding shared resources, issues and initiatives. Provide support and share resources for planning purposes that will allow for higher levels of efficiency.

- 307** **Bi-State Coordination:** The purpose of this task is for ongoing coordination for corridor and border community studies as well as events focusing on the larger region of southern Maine and coastal NH. It may include the extension of a Scenic Byways from Rollinsford, NH, crossing the Salmon Falls River, into South Berwick, ME and a Salmon Falls Bridge Study.

Work Products:

- 1) Berwick, North Berwick, South Berwick, Somersworth, Rollinsford projects
- 2) Corridor studies such as the Salmon Falls
- 3) DownEaster and Freight rail forum
- 4) Bi-State coordination meetings

- 5) Incident management meetings

Task 308: SMPO Representation

Objectives: Provide a regional perspective or regional information at transportation related meetings and events. Gather information pertinent to regional interests from meetings and events attended, and disseminate the information to communities.

308.1 SMPO Representation: The purpose of this task is to represent the regional perspective at NHDOT sponsored local official, task force, public informational meetings held during the project scoping, design and engineering phase of projects.

Work Products:

- 1) Attendance at transportation related meetings and events
- 2) Actions that will provide information, answer questions on behalf of local and regional interests

308.2 Public Presentations: Staff will continue to give public presentations at the local, regional and state levels, as invited, such as the Durham Retirement Association, NH Local Government Center Conference, NH OEP Fall and Spring Conference, professional associations, Chamber of Commerce, Strafford County Realtors, American Planning Association, Northeast ARC Users Group.

Work Products:

- 1) Public presentations about transportation related topics (as needed)

Category 400: Plan Support

Purpose: This category provides for the collection, analysis, visualization and maintenance of transportation planning data, including socioeconomic and transportation system data, for use in MPO transportation planning and travel demand model activities.

Task 401: Traffic Counts

Objectives: Complete NHDOT assigned traffic counts as well as supplemental count requests during each traffic count season (May – October).

401.1 Traffic Count Data Collection & Management: The purpose of this subtask is to collect traffic count data annually based on a list of locations provided by NHDOT. Traffic counts will start in the spring and end in the fall of each calendar year. Counts types include volume, classification and turning movements as determined by NHDOT. Staff will prepare monthly reports and data files for NHDOT traffic bureau staff. Staff will develop and manage transportation systems data including the metropolitan planning organization 's traffic count access database and traffic count GIS files.

Work Products:

- 1) Monthly traffic count reports to NHDOT
- 2) Annual report to summarize traffic count data collected
- 3) Traffic count access database
- 4) Traffic count GIS data

401.2 Supplemental Traffic Counts: The purpose of this task is to collect traffic count data for local communities, organizations and the NHDOT after completing the NHDOT's list of standard traffic counts (Activity 1 of this task). If a supplemental count is located near a standard NHDOT count, staff will set the supplemental count in order to reduce travel cost and save time.

Work Products:

- 1) Traffic count reports to NHDOT
- 2) Annual report to summarize traffic count data collected
- 3) Traffic count access database
- 4) Traffic count GIS data

Task 402: Form 536- Local Operations & Maintenance (O&M) Revenues & Expenditures

Objectives: Assist NHDOT in the collection of and reporting on constituent municipality transportation income and expenditures.

402 Form 536- Local Operations & Maintenance (O&M) Revenues & Expenditures: The purpose of this subtask is to prepare the Local Highway Finance Report (Form FHWA-536), a biennial report that summarizes highway funding by local governments. Form FHWA-536 provides for the reporting of four basic areas of local highway finance: (1) disposition of highway-user revenues; (2) revenues used for roads and streets, identified by source and type of funds; (3) road and street expenditures identified by purpose or activity; and (4) local highway debt status. Staff will compile data for NHDOT biennial requirement as requested.

Work Products:

- 1) Completed FHWA 536 reports

Task 403: Geographic Information Systems (GIS)

Objectives: Develop and maintain transportation GIS data layers, including a reasonable share of data layers that support transportation planning activities.

403.1 Standardized GIS Maps: The purpose of this subtask is to update standardized GIS data and maps for each municipality in the region on an annual basis. Once updated, these maps will be posted to website.

Work Products:

- 1) Standardized GIS maps including transportation, aerial, master plan, water resources, community features, conservation land, land use and zoning maps

403.2 Regional Crash Data: The purpose of this subtask is to collect and summarize available accident (crash) data for each municipality as it is released by NHDOT to assist in safety programs.

Work Products:

- 1) Regional crash data analysis
- 2) Regional crash maps

403.3 Natural Resources Inventory: The purpose of this subtask is to update the regional Natural Resources Inventory, as new GIS data becomes available.

Work Products:

- 1) Environmental resources data for each municipality
- 2) Region-wide NRI summary document

403.4 Regional Culvert Assessments: The purpose of this subtask is to create an inventory of culverts for communities within the Strafford region. This assessment requires the use of a specified methodology and assumptions, and extensive data collection. The assessment will provide valuable information to communities regarding infrastructure needs. Ultimately a database of regional culvert data will be compiled and maintained. Work will be coordinated with District 6 culvert inventory efforts.

Work products:

- 1) Field collection of culvert data
- 2) Culvert database development
- 3) Acquisition of previously collected culvert data from region into database

Task 404: Demographics & Socioeconomics

Objectives: Collect and disseminate demographic and economic information essential for transportation planning activities, including aspects of the decennial census and employment information.

404.1 Economic Data: The purpose of this subtask is to download and archive the most recently available employment data to improve the Seacoast Travel Demand Model and to assist communities with local planning projects. This subtask will collaborate with the Strafford Comprehensive Economic Development Strategy document updates to ensure coordination of transportation & economic development infrastructure projects and planning activities.

Work Products:

- 1) Employment data incorporated into travel demand model from various sources including the Economic and Labor Market Information Bureau and the Department of Employment Security
- 2) Coordination with CEDS planning activities and project development

404.2 Demographics: The purpose of this subtask is to incorporate data from non-Census demographic sources as it is released from various nonprofit, federal, state agencies. Create demographic maps for the region's communities, organizations, and committees as necessary for transportation planning activities

Work Products:

- 1) Demographic Maps and Data
-

Task 405: Equipment

Objectives: Purchase equipment required to carryout the transportation tasks approved as part of the Unified Planning Work Program, including the retirement of older equipment. Equipment identified and paid within the Unified Planning Work Program is to be used only for transportation planning activities.

405.1 Equipment Acquisition: The purpose of this subtask is to acquire and replace equipment needed for traffic count data collection.

Work Products:

- 1) Traffic count equipment purchases, including counters that track bicyclists and pedestrians, supplies, safety equipment and protective gear, etc

- 2) Repair of traffic count equipment
- 3) Invoice documents for financial records

405.2 Hardware and Software Data: The purpose of this subtask is to purchase and maintain computer hardware and software used in transportation planning activities, such as GIS and other software maintenance agreements.

Work Products:

- 1) Hardware and software purchases and maintenance agreements
- 2) Invoice documents for financial records

Task 406: Transportation Model

Objectives: Continue to streamline operations of the Seacoast Travel Demand Model and to improve overall capabilities. Maintain the model for use in air quality analysis under the 8-Hour Ozone Standard and for local forecasting applications. The model is used to evaluate the impacts on air quality attainment, system efficiency of proposed transportation projects and plans, and to refine and improve congested areas of the region's transportation network.

406.1 Model Updates, Enhancements, and Development Coordination: The purpose of this task is to use and maintain the Seacoast model in coordination with the Rockingham Planning Commission. Efforts will be made to coordinate updates and enhancements to the Seacoast model. Potential updates include but are not limited to adding new Transportation Analysis Zones (TAZ's), increasing road networks, creating a separate transit network, automating multiple model runs, regional buildout analysis, and automating sub-area analysis model outputs. These updates and enhancements are meant to simplify and streamline the modeling process while also increasing the sensitivity and accuracy of the Travel Demand Model.

Work Products:

- 1) An updated and improved travel demand model
- 2) Base year updated to 2010
- 3) Contract with consultant for updates to travel demand model

406.2 Building Permit Data: The purpose of this subtask is to collect building permit data for new construction from all eighteen communities within the SMPO on an annual basis. This data will ensure that TAZ-level data within the Seacoast model

is current with regards to future household capacity as necessary for the model's Land Use Allocation Module.

Work Products:

- 1) Building Permit Data
 - 2) Annual Summary Report
 - 3)
-

Task 407: Census

Objectives: Provide Census data essential for transportation planning activities in support of the region's municipalities and agencies and metropolitan planning organization functions per federal and state regulations.

407 Census 2010 Integration: The purpose of this subtask is to download, archive, analyze and integrate 2010 data - as it is released - with a focus on transportation planning activities. Staff will review new Urbanized Area boundaries (UZA) when released in 2012 to determine any changes to the planning area that may require adjustments in the metropolitan planning organization's boundaries and organizational structure. TAZ, population data analysis including low income, minority, and limited English proficiency and other aspects of the Census 2010 data will be incorporated into the database functions and processes of the UPWP per federal and state regulations.

Work Products:

- 1) 2010 Census Data integrated into UPWP activities
- 2) Modification to boundaries if indicated by Census 2010
- 3) Research, analysis, and reports
- 4) Meetings with Census Bureau, communities and state and federal agencies
- 5) Updates to UPWP plans

Category 500: Technical Assistance & Support

Purpose: This category provides an opportunity for staff to work with local municipalities, transit providers, businesses, and state and federal agencies on transportation planning and the implementation of transportation projects within the region.

Task 501: Local & Regional Assistance

Objectives: Provide small-scale, limited in scope periodic assistance to municipalities and local organizations on transportation related topics.

501.1 General Transportation Assistance: The purpose of this subtask is to provide general transportation planning assistance to regional communities and the public. Assistance may include: review of development site plans for access management and safety issues; review of traffic impact analysis; conducting special traffic counts; assistance in preparing grant applications, requests for proposals, or special studies; review of zoning and land use regulations to incorporate transportation planning principles, strategies and standards; and education to communities regarding the impact of land use decisions on transportation and vehicle miles traveled (VMT) growth.

Work Products:

- 1) Local community data and analysis, land use and project documents
- 2) Land use and corridor study projects
- 3) Parking study reviews
- 4) Traffic study – counts, reviews
- 5) Park & ride studies

501.2 Access Management: The purpose of this subtask is to assist communities in the development and implementation of access management plans and standards. Staff also provides information on the process for adopting an access management Memorandum of Understanding between municipality and NHDOT. Activities may include: presenting access management principles to planning boards and

communities; serving as a liaison between communities and NHDOT; and helping communities establish standards for access management.

Work Products:

- 1) Signed MOU between communities and NHDOT
- 2) Meetings with communities to discuss access management
- 3) Activity plans for implementing processes and ordinances for access management
- 4) Presentation for Boards and elected and appointed officials

501.3 Committee Support: The purpose of this subtask is to support committees by attending local transportation related meetings, which may include municipal transportation committees, regional transportation advocacy and safety groups, and/or community bike and pedestrian organizations.

Work Products:

- 1) Attendance at committee meetings
- 2) Research for committee meetings
- 3) Technical assistance with projects, applications, reviews per request

501.4 Local Officials: The purpose of this subtask is to advise City and Town Councils or Boards of Selectmen regarding transportation issues, including local project development and transportation chapter updates in Master Plans, zoning ordinances and subdivision regulations

Work Products:

- 1) Attendance at meetings
- 2) Research for meetings

501.5 Land Use Boards: The purpose of this subtask is to provide guidance, materials, and training for local planning and zoning boards on the integration of land-use and transportation planning. Guidance may pertain to topics such as smart growth, complete streets, livable and walkable communities, context sensitive solutions, travel demand management, transit programs, and land use impacts on travel demand.

Work Products:

- 1) Attendance at land use board meetings
- 2) Research for meetings
- 3) Technical assistance with development of regulations and ordinances on limited basis only per request

Task 502: Statewide & Federal Assistance

Objectives: Provide technical assistance for projects and plans, and participate on committees and workgroups at the request or in partnership with state or federal agencies.

502.1 Statewide & Federal Assistance: The purpose of this subtask is to advance regional priorities through aiding and supporting requests by state or federal agencies for technical assistance on projects, plans, and participation on transportation related committees.

Work Products:

- 1) Provision of transportation data to statewide committees
- 2) Provision of technical review of plans
- 3) Provision of data to support state plans
- 4) Attendance at meetings

502.2 Highway Performance Monitoring System (HPMS): The purpose of this subtask is to collect Highway Performance Monitoring System (HPMS) data for sample sections on municipal roadways as defined by the NHDOT. Sample data includes changes to physical road features, roadway improvements over the past year, and traffic signal timing.

Work Products:

- 1) HPMS data

502.3 Statewide Transportation Model: The purpose of this subtask is to coordinate with the NHDOT and their consultant updates to the Statewide Transportation Model. It may also involve discussions about integration of the metropolitan planning organization models.

Work Products:

- 1) Data for updates to statewide model
- 2) Analysis of the statewide model
- 3) Meetings with NHDOT

502.4 Data Analysis: The purpose of this subtask is to analyze environmental data and reports to assist the NHDOT in review of local project environmental assessments and environmental impact statements. Staff would attend monthly Natural Resource Agency Coordination meetings when regional projects are being discussed.

Work Products:

- 1) Environmental analysis, research and report
- 2) Attendance at meetings

Task 503: Local Public Agency Program Support (CMAQ, TE, etc...)

Objectives: Assist regional communities and agencies with application preparation, presentations, and management of projects.

503.1 Congestion Mitigation Air Quality (CMAQ): The purpose of this subtask is to assist and support communities and agencies with the CMAQ application process. Staff will oversee the scoring process for all proposed regional applications for CMAQ grant rounds. In addition staff will participate on the NH CMAQ advisory committee.

Work Products:

- 1) Assistance to communities in the CMAQ Process
- 2) Oversight of scoring process for regional applications and attendance at meetings
- 3) Attendance at NH CMAQ Advisory Committee meetings
- 4) Assistance with Air Quality Analysis for CMAQ projects

503.2 Transportation Enhancement (TE): The purpose of this subtask is to assist and support communities and organizations with the Transportation Enhancement application process. Staff would oversee the scoring process for all proposed regional projects for Transportation Enhancement grant rounds. In addition staff will participate and/or attend the NH Transportation Enhancement Advisory Committee meetings as needed.

Work Products:

- 1) Assistance to communities in the TE application process
- 2) Oversight of scoring process for regional projects and attendance at meeting
- 3) Attendance at NH TE Advisory Committee Meetings

503.3 Scenic Byways: The purpose of this subtask is to develop documents and coordinate the public process necessary for successful Scenic Byways applications and grant applications. SRPC will provide support for regional projects, specifically The Heritage Tourism Byway project creating a designated scenic byway connecting mill communities in the region including Dover, Newmarket, Rollinsford, and Durham.

Work Products:

- 1) Final corridor management plan
- 2) Submittal of NH Scenic Byways application to NHDOT
- 3) Submittal of National Scenic Byways application
- 4) Record of public process
- 5) Management activities in support of designated Scenic Byways

503.4 Safe Routes to School (SRTS): The purpose of this subtask is to assist communities in applying for and administering *Start-Up Grants, Travel Plan Grants, and General Round Grants*. Expected work includes: attending meetings and provide educational materials and guidance to communities interested in applying for SRTS grants. Assist and advise communities with data collection and analysis, mapping, and reviewing grant applications. Provide comments to communities regarding grant applications. Score grants regionally and ensure timely submittal of scored applications to NHDOT.

Work Products:

- 1) Meetings with established Safe Routes to School Taskforces
- 2) Meetings with communities interested in the Safe Routes to School program
- 3) Grant application assistance for Start Up and General Round
- 4) Assistance with implementation actions

503.5 Highway Safety Improvement Program: The purpose of this subtask is to continue the collaboration with NHDOT ensuring that the Highway Safety Improvement Program benefits the communities, residents and business in the region.

Work Products:

- 1) Coordination with NHDOT
- 2) Participation in NHDOT Highway Safety audits and meetings in the region
- 3) Provision of regional highway safety data when requested

Task 504: Special Projects

Objectives: Develop contracts with communities and agencies in the region to establish a scope of work, budget and work products for projects and programs that require sustained and/or substantial effort of metropolitan planning organization staff time and resources.

504 Special Projects: The purpose of this subtask is to develop contracts with communities and agencies within the region that would be approved by NHDOT. This task is primarily intended to address projects and programs from Tasks 501 and 503 in which the metropolitan planning organization's role expands beyond limited support and assistance, or in which metropolitan planning organization efforts clearly exceed the intent of the original task.

Work Products:

- 1) Local and regional projects funded through the UPWP under contractual agreement approved by NHDOT.
-

Task 505: Regional Coordination Councils

Objectives: Promote development and implementation of public transportation in the SMPO area by participating with the Alliance for Community Transportation, Strafford's Regional Coordination Council, in conformity with federal and state regulations.

505.1 Coordinated Plan Activities: The purpose of this subtask is to update the Coordinated Human Services Transportation Plan as needed, providing a platform within the Coordinated Human Services Transportation Plan to ensure that local transit agencies and non-profit organizations are able to apply for Federal Transit Administration grants. Prepare letters of support for agencies applying for funding.

Work Products:

- 1) Updates to Coordinated Human Services Transportation Plan
- 2) Coordination with regional health and human service providers and agencies through the Alliance for Community Transportation
- 3) Support Letters for regional health and human service providers and agencies applying for FTA grants
- 4) Attendance at Statewide Coordination Council meetings

505.2 Planning Assistance to the Alliance for Community Transportation (ACT):

The purpose of this subtask is to provide technical assistance and support to the Alliance for Community Transportation and attend monthly meetings for membership. The Executive Director will continue to provide support and attend meetings for the Alliance for Community Transportation's Executive Committee.

Work Products:

- 1) Attendance at member meetings
- 2) Attendance at ACT Executive Committee meetings
- 3) Provide support and information to ACT about funding opportunities, management, data, mapping, etc.

Task 506: Transit Agency Support

Objectives: Provide technical assistance, facilitation and coordination services, and planning advise to regional transit providers

506.1 Planning Assistance to COAST: The purpose of this task is to provide support and technical assistance to COAST, such as mapping, funding formulas, rider surveys, and research. The Executive Director will attend meetings for the COAST Board of Directors and will provide professional advice and support to the COAST Executive Director.

Work Products:

- 1) Technical assistance, maps, data, and professional advice
- 2) Participation in monthly COAST Board meetings
- 3) Rider survey

506.2 Regional Transit Providers & Wildcat Transit: The purpose of this subtask is to provide facilitation and coordination services to regional transit providers, local agencies and communities. Monitor services and offer input to improve transit services. Provide guidance about funding opportunities for regional transit providers.

Work Products:

- 1) Facilitation of meetings, as needed
- 2) Coordination of transit services with regional transit providers
- 3) Provision of assistance and information about funding opportunities

506.3 Intermodal Transit Survey The purpose of this subtask is to coordinate an intermodal public transportation survey of COAST, Wildcat Transit, C&J Trailways, and the Downeaster, depending upon interest by transit providers.

Work Products:

- 1) Survey Instrument
 - 2) Final Statistics of Intermodal Survey
-

Task 507: Travel Demand Management Support

Objectives: Provide travelers with viable and accessible travel choices on location, route, time, mode, and path to manage overall demand on transportation infrastructure capacity.

507 Travel Demand Management: The purpose of this subtask is to advocate for a variety of travel demand management strategies for the region through coordination with Seacoast Commuter Options, NHDOT, and the other regional planning commissions. Increase awareness of car-sharing and vanpools amongst commuters, employers and general public. Encourage NHDOT to build park and ride lots along primary commuting routes, such as Routes 16, 4, 125, 9, 108 and 11. Provide information in multiple formats including real-time technology.

Work Products:

- 1) Identification of locations for Park ‘N Ride lots based on traffic counts, community requests, and employer census data
- 2) Collaboration with NHDOT to ensure that more Park ‘N Ride Lots are built in the region; provision of data, maps, surveys, meetings, reports
- 3) Implementation of mitigation actions for the Newington – Dover Project (Little Bay Bridges) for Route 4 and Route 16 for full five years
- 4) Work with regional businesses and organizations to encourage the use of Park ‘N Ride Lots for employees
- 5) Coordination with Seacoast Commuter Options, regional planning agencies and NHDOT
- 6) Support for NH Rideshare Program
- 7) Research on information technology

Task 508: Regional/Inter-Regional Bike/Pedestrian Planning

Objectives: Promote and participate in bicycle and pedestrian programs, events and activities. Provide planning support and data collection for bike and pedestrian projects to improve safety and mobility through the implementation of facilities, signage, education, and activities.

508.1 Bicycle & Pedestrian Event Planning Activities: The purpose of this subtask is to organize Bike/Walk to Work Days for the SMPO region. Encourage schools and large businesses to participate in program, particularly schools that are involved with the Safe Routes to School program and businesses that are involved in the Seacoast Commuter Options program. Provide planning support for the expansion of these programs in municipalities in the region.

Work Products:

- 1) Media outreach
- 2) Outreach to businesses
- 3) Outreach to schools
- 4) Organization of events on Bike/Walk to Work Day
- 5) Attendance by bicyclists and pedestrians

508.2 Bicycle & Pedestrian Project Support: The purpose of this subtask is to support Bicycle and Pedestrian projects in the region and state, as well as collecting and analyzing data, supporting applications, and providing research and guidance on best practices and facilities and project development.

Work Products:

- 1) Planning assistance to organizations, municipalities and state agencies
- 2) Data collection and analysis
- 3) Research and reports
- 4) Attendance at meetings regarding bike & pedestrian projects

508.3 Multi-Use Trail Project Support: The purpose of this subtask is to support Multi-Use Trail projects in the region, including intra and inter municipal trails. Additionally, the task will collect and analyze data, support applications, and provide research and guidance on best practices and facilities and project development.

Work Products:

- 1) Planning assistance to nonprofit organizations, municipalities and state agencies
- 2) Data collection and analysis
- 3) Research and reports
- 4) Attendance at meetings regarding multi-use trails projects

OTHER TRANSPORTATION PLANNING ACTIVITIES

As indicated in the introduction of this Unified Planning Work Program, the “unified” aspect of the document is intended to encompass all metropolitan planning organization 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 metropolitan planning organization has a stakeholder or participant role. Transportation planning activities funded with grants not included in the Strafford Metropolitan Planning Organization’s 2012-2013 Unified Planning Work Program are summarized below.

FTA 5307 – Urbanized Area Formula Program

COAST Transit Planning (FTA 5307)

Description: COAST will undertake the following activities using FTA Section 5307 funds, and may utilize both COAST staff resources and/or outside consulting assistance:

- Provide assistance with planning and mobility management to the Alliance for Community Transportation, the Regional Coordinating Council for the Greater Seacoast region.
- Participate in updates as needed to the Coordinated Public Transit-Human Services Transportation Plan for the region
- Prepare study of the economic impacts of COAST transit service in the region.
- Prepare route analysis for service extension on US Route 1 from Portsmouth to Seabrook, and redesign COAST Route 7 in Exeter, Stratham, and Newmarket.
- Continue ongoing general and comprehensive transit planning.
- Conduct biennial system review.

<u>Staffing Time/Costs</u>	<u>FY 2012</u>	<u>FY 2013</u>
Personnel Cost:	\$61,200	\$62,424
Non-Personnel Cost:	\$0	\$0
TOTAL COSTS :	\$61,200	\$62,424

FTA 5304 – Statewide Planning and Research Program Grants

COAST 5304- Feasibility Study of the Implementation of an Intra-City Transit System in Rochester, NH:

Description: COAST staff proposes a study of transit service in Rochester and the feasibility of implementing a Rochester intra-city transit service. The study should focus on the need for transit service in underserved areas of greater Rochester and the long-term sustainability of such a service. Also included in the study should be an analysis of potential funding sources for the operation of the service. COAST will seek the assistance of a transit-consulting firm to perform this study.

Anticipated work products:

- Begin initial outreach to stakeholders and potential partners.
- Research current data for Rochester (demographic, socio-economic, build out). Analyze for possible areas of growth and development.
- Evaluate existing transit service to Rochester. Assess possibilities for potential improvements to existing service in underserved areas.
- Comprehensive analysis of greater-Rochester demographics, travel patterns, and land-use. Complete assessment of transportation patterns and trends, integrated with existing transit data.
- Develop draft service plan based on the study with consideration given to vehicle capacity, transit facilities needs, garage and maintenance, and integration with the existing system.
- Financial assessment
- Initiate an update to the Rochester Master Plan’s Transportation Chapter to incorporate findings from the feasibility study. The update would feature an improved focus on transit and alternative modes and inclusive of study findings.

Estimated Cost:

FTA 5304 total grant-	<u>\$30,000</u>
Federal Contribution-	\$24,000
Local Contribution-	\$6,000

Three-Region Study (SRPC, SWRPC, CNHRPC) 5304- Park and Ride Development Study:

Description: The purpose of this project is to: 1) develop a “Toolkit” for transit operators, municipalities, and other stakeholders interested in step by step guidance on how to plan for and develop park and ride lots in New Hampshire, 2) provide findings on how park and ride lots with transit opportunities currently occur in New Hampshire, and 3) offer recommendations on how to better integrate park and ride lots into multimodal transportation systems in New Hampshire, 4) offer municipalities guidance on how to program a Park & Ride lot into local and regional long-range transportation goals (including moving projects through the TIP and STIP process). Based on research by the Project Team, there is currently a lack of guidance and best practices information available on developing park and ride lots for New Hampshire planners, transit operators and municipalities. This project will gather existing information and develop guidance on this topic, which will support future park and ride and transit planning goals of a range of entities, including public transit and intercity transit providers, the New Hampshire Department of Transportation (NHDOT), Regional Planning Commissions (RPCs), municipalities, and Regional Coordinating Councils (RCCs) across New Hampshire.

Anticipated work products:

- Identify community or regional need for a park and ride lot.
- Identify suitable properties.
- Quantify community and property owner support.
- Understand the costs and benefits of private versus publicly owned lots.
- Prepare for permitting requirements.
- Take into account environmental, access, intermodal design and other site planning considerations.
- Estimate development and maintenance costs.
- Prepare park and ride lots in the context of zoning, site plan review, subdivision regulations and municipal traffic mitigation tools.
- Identify funding sources for developing park and ride lots.
- Prepare municipalities to move projects through the TIP and STIP process.
- The findings of the study will be compiled into a Toolkit/Report for use as a guide.

Estimated Cost:

FTA 5304 total grant-	\$57,510
Federal Contribution-	\$46,008
Local Contribution-	\$11,502

Newmarket – Route 108 Corridor Study

Description: The Town of Newmarket is interested in conducting a corridor study along Route 108. Information gathered from a corridor study also may be included in the Corridor Management Plan that will be written to complete a Scenic Byway application for Route 108 in the communities of Exeter, Newmarket, Durham, Dover, and Rollinsford (dependent upon concurrent timeframes). Route 108 is approximately four miles in the Town of Newmarket. Based on the costs associated with Phase II of the Route 125 Corridor Study, we anticipate the costs for this corridor study to be approximately \$15,000 per mile.

While we would like to include other communities along Route 108 in a corridor study, many communities have acknowledged that providing the local match would be a challenge at this time.

Possible research topics include:

- Access Management study of Route 108
- Review of existing municipal ordinances and regulations to determine maximum build-out analysis for Route 108
- Safety improvements related to bicycle and pedestrian traffic and public transportation stops
- Possible scenarios to improve at grade rail crossing along Route 108, that serves Downeaster passenger rail service and freight rail service
- Review of potential future development scenarios and impact on Route 108
- If needed, additional traffic counts

Estimated Costs:

Total funding needs:	\$72,000
Federal Contribution:	\$60,000
Local Contribution:	\$12,000

UPWP TASK SCHEDULE

Table 1: 2012-2013 UPWP Category & Task Timeline

Category 100: Administration & Training			Anticipated Work Schedule for FY 2012				Anticipated Work Schedule for FY 2013			
Task Number	Task Title	Frequency	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
101	Invoices, Accounting, Audits, & Reports	Ongoing								
102	Program Administration	Ongoing								
	102.1 UPWP Development & Amendments	Ongoing								
	102.2 UPWP Administration & Reporting	Ongoing								
	102.3 SMPO Prospectus & Bylaws	As Needed								
103	Training & Memberships	Ongoing								
	103.1 Training	As Needed								
	103.2 Memberships	Ongoing								
104	Indirect Cost Rate (Set Aside)									
105	Performance Measures	Ongoing								

Category 200: Policy & Planning			Anticipated Work Schedule for FY 2012				Anticipated Work Schedule for FY 2013			
Task Number	Task Title	Frequency	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
201	Ten-Year Plan (TYP)	Ongoing								
	201.1 GACIT	Ongoing								
	201.2 Statewide Ten-Year Plan	As Needed								
202	Land Use & Environmental Linkages	Ongoing								
203	Transportation Planners Collaborative	Quarterly								
204	Interagency Consultation	Monthly								
205	Transportation Improvement Program	Ongoing								
	205.1 Annual Listing of Obligated Projects	Annually in December								
	205.2 2011-2014 Transportation Improvement Program	As Needed								
	205.3 2013-2016 Transportation Improvement Program	Biennial Update								
	205.4 Financial Constraint Analysis	As Needed								
	205.5 Amendment Procedures	As Needed								
207	Intelligent Transportation System	Update in FY12								
209	Transportation Air Quality Conformity	As Needed								
210	Metropolitan Transportation Plan (MTP)	Ongoing								

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211	Review of Transportation Materials/Documents	Ongoing							
212	MOVES Training, Research, Data Collection	As Needed							

Category 300: Public Involvement & Coordination

Task Number	Task Title	Frequency	Anticipated Work Schedule for FY 2012				Anticipated Work Schedule for FY 2013						
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
301	Transportation Advisory Committee	Monthly											
303	Public Participation Plan	Ongoing											
304	Public Outreach	As Needed											
	304.1 Public Involvement	As Needed											
	304.2 Media Activities/Website	As Needed											
	304.3 Inclusionary Actions	As Needed											
305	Policy Committee	Monthly											
306	Coordinated Planning Effort - 5 Portland-Boston MPOs	Twice Annually											
307	Bi-State Coordination	As Needed											
308	SMPO Representation	As Needed											
	308.1 SMPO Representation	As Needed											
	308.2 Public Presentations	As Needed											

Category 400: Plan Support

Task Number	Task Title	Frequency	Anticipated Work Schedule for FY 2012				Anticipated Work Schedule for FY 2013						
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
401	Traffic Counts	Annual											
	401.1 Traffic Count Data Collection & Management	Ongoing											
	401.2 Supplemental Traffic Counts	As Needed											
402	Form 536	As Needed											
403	Geographic Information System	Ongoing											
	403.1 Standardized GIS Maps	As Needed											
	403.2 Regional Crash Data	Annual											
	403.3 Natural Resources Inventory	Ongoing											
	403.4 Regional Culvert Assessment	Ongoing											
404	Demographics & Socioeconomics	Ongoing											
	404.1 Economic Data	Ongoing											
	404.2 Demographics	Ongoing											

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405	Equipment	As Needed								
	405.1 Equipment Acquisition	As Needed								
	405.2 Hardware & Software Data	As Needed								
406	Transportation Model	Ongoing								
	406.1 Model Updates, Enhancements, & Development Coordination	Ongoing								
	406.2 Building Permit Data	Ongoing								
407	Census	Ongoing								

Category 500: Technical Assistance & Support

Task Number	Task Title	Frequency	Anticipated Work Schedule for FY 2012				Anticipated Work Schedule for FY 2013			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
501	Local & Regional Assistance	As Needed								
	501.1 General Transportation Assistance	As Needed								
	501.2 Access Management	As Needed								
	501.3 Committee Support	As Needed								
	501.4 Local Officials	As Needed								
	501.5 Land Use Boards	As Needed								
502	Statewide & Federal Assistance	As Needed								
	502.1 Statewide & Federal Assistance	As Needed								
	502.2 Highway Performance Monitoring System (HPMS)	As Needed								
	502.3 Statewide Transportation Model	As Needed								
	502.4 Data Analysis	As Needed								
503	Local Public Agency Program Support (CMAQ, TE, etc...)	As Needed								
	503.1 Congestions Mitigation Air Quality (CMAQ)	As Needed								
	503.2 Transportation Enhancement (TE)	As Needed								
	503.3 Scenic Byways	Summer 2012								
	503.4 Safe Routes to School (SRTS)	As Needed								
	503.5 Highway Safety Improvement Program (HSIP)	As Needed								
504	Special Projects	As Needed								
505	Regional Coordinating Councils	Ongoing								
	505.1 Coordinated Plan Activities	As Needed								
	505.2 Planning Assistance to the Alliance for Community Transportation (ACMonthly									

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506	Transit Agency Support	Ongoing							
	506.1 Planning Assistance to COAST	Monthly							
	506.2 Regional Transit Providers & Wildcat Transit	Ongoing							
	506.3 Intermodal Transit Survey	Biennial							
507	TDM Support	As Needed							
508	Regional/Multi-Regional Bike/Pedestrian Planning	As Needed							
	508.1 Bicycle & Pedestrian Event Planning Activities	As Needed							
	508.2 Bicycle & Pedestrian Project Support	As Needed							
	508.3 Multi-Use Trail Project Support	As Needed							

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BUDGET

FUNDING SOURCE	FY 2012	FY 2013
FHWA	\$303,958	\$303,958
State match for FHWA Funds-Toll Credits 10%	\$0	\$0
SRPC match For FHWA Funds 10%	\$0	\$0
Subtotal - FHWA PL & Match	\$303,958	\$303,958
FTA Section 5303 (Estimated)	\$49,584	\$49,584
SRPC match for FTA Funds -Toll Credits 20%	\$0	\$0
Subtotal - FTA 5303 & Match	\$49,584	\$49,584
SPR	\$100,000	\$100,000
SRPC match for SPR Funds - Toll Credits 20%	\$0	\$0
Subtotal - SPR & Match	\$100,000	\$100,000
TOTAL	\$453,542	\$453,542

PERSONNEL COSTS	Fiscal Year 2012			Fiscal Year 2013		
	Hours	Budget (\$45/Hour)	% of Total Hours	Hours	Budget (\$45/Hour)	% of Total Hours
Category 100	1190	\$53,550	14%	1290	\$58,050	14%
Category 200	2490	\$112,050	29%	2780	\$125,100	31%
Category 300	1460	\$65,700	17%	1460	\$65,700	16%
Category 400	1320	\$59,400	15%	1320	\$59,400	15%
Category 500	2230	\$100,360	26%	2116	\$95,210	24%
Personnel Totals	8690	\$391,060	100%	8966	\$403,460	100%

NON-PERSONNEL COSTS	Fiscal Year 2012	Fiscal Year 2013
100 Staff Training, Conferences, Seminars	\$5,000	\$5,000
100 Memberships	\$732	\$732
100 Indirect Cost Rate (Set Aside)	\$10,000	\$10,000
100 Travel	\$5,000	\$5,000
100 Meeting & Advertising Expenses (Public Notices)	\$5,000	\$5,000
100 Office Supplies	\$50	\$50
100 Postage and Delivery	\$50	\$50
200 ITS Update (Contract)	\$15,000	\$5,000
400 Traffic Count Equipment	\$4,500	\$4,600
400 Transportation Model Consultant	\$15,000	\$10,000
400 Computer for Transportation Staff	\$0	\$2,500
400 Equipment Repairs (Traffic Counters, etc...)	\$150	\$150
400 Software Expenses	\$2,000	\$2,000
Totals	\$62,482	\$50,082

ANNUAL BUDGET	Fiscal Year 2012	Fiscal Year 2013	2012-2013 UPWP Total
Annual Personnel Costs	\$391,060	\$403,460	\$794,520
Annual Non-Personnel Costs	\$62,482	\$50,082	\$112,564
Total	\$453,542	\$453,542	\$907,084

Strafford Regional Planning Commission & Metropolitan Planning Organization
Unified Planning Work Program FY2012-2013

SELF-CERTIFICATION RESOLUTION
Strafford MPO

WHEREAS the USDOT Safe, Accountable, Flexible, Efficient Transportation Equity Act : A Legacy for Users (SAFETEA-LU) legislation requires the Metropolitan Planning Organization (MPO) to certify that its transportation planning process is in conformance with regulations; and,

WHEREAS the Federal regulations specify that the transportation planning process be in conformance with Title 23 U.S.C. Section 134, 49 U.S.C. Section 5303 and 23 CFR part 450.306 which require that a continuing, cooperative and comprehensive planning process be carried out by the state and local officials; and,

WHEREAS the requirements of Sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506(c) and (d)) and 40 CFR part 93 have been met for nonattainment and maintenance areas; and,

WHEREAS the requirements of Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21 have been met, and 23 CFR part 450.316 which requires the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households be sought out and considered, and Indian Tribal government(s) be appropriately involved; and,

WHEREAS the requirements of 49 U.S.C. 5332, the Older Americans Act (42 U.S.C. 6101), as amended and Section 324 of title 23 U.S.C., prohibiting discrimination in programs or activities receiving Federal financial assistance on the basis of race, color, creed, national origin, sex, gender, or age in employment or business opportunity have been met; and,

WHEREAS the requirements of Section 1101(b) of SAFETEA-LU (Public Law 109-59) regarding the involvement of disadvantaged or minority business enterprises in FHWA and FTA funded planning projects (49 CFR Part 26), and the requirements of 23 CFR part 230 regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contract have been met; and,

WHEREAS the provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*) and 49 CFR, parts 27, 37 and 38, and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities have been met; and,

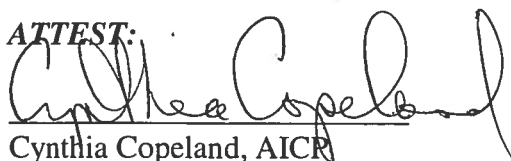
WHEREAS the Transportation Improvement Program (TIP) continues to be financially constrained as required by Section 450.324 of 23 CFR, and the Federal Transit Administration (FTA) policy on the documentation of financial capacity, published in FTA Circulars; and,

WHEREAS the provisions of 49 CFR part 20 regarding restrictions on influencing certain Federal activities have been met.

NOW, THEREFORE, BE IT RESOLVED THAT the **Strafford Regional Planning Commission**, the Metropolitan Planning Organization (MPO) for cities of Rochester, Somersworth, and Dover and the Towns of Barrington, Brookfield, Durham, Farmington, Lee, Madbury, Middleton, Milton, New Durham, Newmarket, Northwood, Nottingham, Rollinsford, Strafford, and Wakefield New Hampshire certifies that the planning process is being carried out in conformance with all of the applicable federal requirements and certifies that the local process to enhance the participation of the general public, including the transportation disadvantaged, has been followed in developing all plans and programs.

I hereby certify that this resolution was adopted by the **Strafford MPO Policy Committee** at its meeting on **March 18, 2011**.

ATTEST:



Cynthia Copeland, AICP
Strafford Metropolitan Planning Organization

George N. Campbell, Jr.
New Hampshire Department of Transportation

DRAFT
MEMORANDUM OF UNDERSTANDING
FOR
CONTINUING TRANSPORTATION PLANNING
FOR THE PORTSMOUTH, DOVER/ROCHESTER AND BOSTON URBANIZED AREAS
BETWEEN THE

STATE OF NEW HAMPSHIRE, DEPARTMENT OF TRANSPORTATION

ROCKINGHAM PLANNING COMMISSION

STRAFFORD REGIONAL PLANNING COMMISSION, AND

COOPERATIVE ALLIANCE FOR SEACOAST TRANSPORTATION (COAST)

This Memorandum of Understanding is made and entered into between the State of New Hampshire Department of Transportation (hereinafter referred to as "NHDOT"), the Rockingham Planning Commission (Rockingham MPO) and the Strafford Regional Planning Commission (Strafford MPO), (referred to individually by these names, or jointly as "the MPOs"), and the Cooperative Alliance for Seacoast Transportation, the operator of the publicly owned transit system serving the Portsmouth and Dover/Rochester Urbanized Areas, and portions of the Boston Urbanized Area. (herein referred to as "COAST").

RECITALS

WHEREAS, various federal grants and aids are available to NHDOT, transit operators, and the Rockingham and Strafford Metropolitan Planning Organizations (MPOs) to carry out urban transportation planning activities; and

WHEREAS, the Governor of New Hampshire and local communities within the Portsmouth, Dover/Rochester, and Boston urbanized areas (hereinafter referred to as the "Urbanized Areas"), through their authorized representatives, have designated the Rockingham and Strafford MPOs to carry out urban transportation planning activities for the Urbanized Areas; and

WHEREAS, COAST provides mass transportation services within the Urbanized Areas and in other portions of the two MPO regions; and

WHEREAS, COAST is a Designated Recipient in the Urbanized Areas for Federal Transit Administration (FTA) operating aids under Section 5307 of the Federal Transit Act, as amended; and

WHEREAS, urban transportation planning activities come under the jurisdiction of the U.S. Department of Transportation (hereinafter referred to as "USDOT") and are subject to the metropolitan planning requirements of 23 USC 134 and Section 5303 of the Federal Transit Act, as amended; and

WHEREAS, metropolitan area boundaries for purposes of the federal planning provisions have been determined by agreement between the Regional Planning Commissions and designation by the Governor,

THEREFORE, BE IT RESOLVED, that the following provisions of this Memorandum of Understanding are agreeable to all parties;

Article I: Statement of Purpose

The NHDOT and the MPOs, in cooperation with COAST, shall cooperatively undertake a continuing,

comprehensive transportation planning programming process for the metropolitan areas in accordance with state and local goals for urban planning, the provisions of 23 U.S.C. 134, 49 U.S.C App. 1607, and 23 CFR 450, as amended, and in accordance with provisions of this Agreement.

Article II: Overall Responsibilities

- A. The MPOs shall be responsible for and shall be considered the lead agencies in conducting the following transportation planning and programming activities pursuant to 23 CFR 450:
1. Formulating, approving and periodically updating the long-range Metropolitan Transportation Plans for the MPOs' regions which shall conform to all applicable federal requirements, management systems and work program content and schedules;
 2. Developing and adopting, on a biennial basis, the transportation improvement programs (TIPs) for the metropolitan planning areas which shall conform to all applicable federal requirements, which shall cover a period of 4 years.
 3. Coordinating development of the transportation plans with the development process for the State Implementation Plan (SIP) for meeting the National Ambient Air Quality Standards (NAAQS) under the Clean Air Act, in order to account for transportation control measures, which may be required;
 4. Assessing the conformity of the metropolitan area transportation plans and TIPs with the State Implementation Plan (SIP);
 5. Preparing, in cooperation with the NHDOT and COAST, biennial Unified Planning Work Programs (UPWPs) which shall identify all transportation-related planning activities and technical assistance to be funded with local and federal financial aid, and carried out in accordance with the provisions of this Memorandum of Understanding;
 6. Providing a forum for cooperative transportation planning and decision making, and establishing public involvement processes that ensure opportunities for early and continuing involvement of communities, transit operators, other interested parties, and the general public in the review and evaluation of all transportation plans and programs;
 7. Considering and implementing planning guidance from the NHDOT to the fullest extent consistent with local and regional goals and Federal requirements;
 8. Making data, assumptions, criteria, methodology and analyses available in a timely manner to NHDOT and other MPO participants when requested;
 9. Providing NHDOT and COAST with copies of all transportation plans and programs and all resolutions concerning their adoption or endorsement;
 10. Providing NHDOT with an annual self-certification that the MPOs' transportation planning processes conform with all applicable federal requirements pursuant to 23 CFR 450; and
 11. Complying with 49 CFR Section 37.139 in reviewing COAST's ADA Paratransit Plan and certifying that it is consistent with the Metropolitan Long Range Transportation Plan;
 12. Establishing, in cooperation with NHDOT and Federal Highway Administration (FHWA), the

- functional classification of roadways within the urban areas.
13. Assisting COAST in the development of Congestion Mitigation/Air Quality (CMAQ) funding proposals.
 14. Conducting studies and travel demand model analyses relative to proposed alternatives of transit services.
 15. Preparing and updating Coordinated Public Transit Human Service Transportation plans in conformance with the Safe, Accountable, Flexible, Efficient Transportation Equity Act – Legacy for Users (SAFETEA-LU) of 2005;
 16. Preparing Public Participation Plans and Intelligent Transportation System Plans in conformance with SAFETEA-LU.
- B. NHDOT shall be responsible for and shall be considered the lead agency in conducting the following transportation planning and programming activities;
1. Informing the MPOs of the availability, or anticipated availability, of state and federal funding and technical assistance for their urban transportation planning activities;
 2. Providing information relative to the anticipated availability of state and federal funding for urban transportation improvements and services, which fall under local programming jurisdiction;
 3. Providing information relative to the proposed programming of state and federal funding for urban transportation improvements and services, which fall under state jurisdiction;
 4. Informing the MPOs of federal or state statutes, policies, regulations and guidelines which bear upon urban transportation planning and programming activities and contractual arrangements;
 5. Coordinating the development of the schedule and procedures for biennial submittal and interagency review and approval of the transportation Unified Planning Work Programs (UPWPs);
 6. Developing and issuing statewide guidance for the preparation of transportation plans and TIPs;
 7. Providing technical support, data and information collected or maintained by NHDOT, and to the extent feasible, data from other state agencies that are pertinent to the transportation planning work to be performed by the MPOs under this Agreement;
 8. Developing, implementing and providing appropriate access to the management and monitoring systems required by 23 U.S.C. 303 in cooperation with the MPOs and COAST;
 9. Utilizing the MPO transportation plans as a guide in statewide planning and programming activities.
 10. Actively soliciting the involvement of the MPOs as appropriate in any major study to be undertaken by the NHDOT in the two MPO areas.
 11. Forwarding the MPO TIPs to the Governor for approval;

12. Actively participating in the 3Cs process including preparation or updating of the two MPO Prospectuses, UPWPs, Transportation Plans and TIPs through representation on MPO Technical Advisory Committees (TACs) and Policy Committees;
 13. Preparing, updating or amending the Statewide Long Range Transportation Plan and State Transportation Improvement Program (STIP), including the metropolitan planning areas, pursuant to the provisions of 23 U.S.C. 135, in cooperation with the MPOs and COAST;
 14. Coordinating the reconciliation of MPO transportation plans and programs with statewide plans and programs, as necessary, to ensure connectivity and consistency within transportation systems in consultation with the MPOs;
 15. Monitoring the MPOs' transportation planning processes to ensure compatibility with State and USDOT programs and objectives, and to ensure compliance with applicable federal requirements;
 16. Developing and implementing a public participation process that fulfills federal requirements for early and continuous involvement, that is consistent and coordinated with the MPOs' public participation processes and plans;
 17. Providing the MPOs and COAST an opportunity to comment on NHDOT's draft annual work program describing its use of federal funds.
 18. Forward to COAST for their review, evaluation, and recommendation all proposals received for new or modified public transportation services in the region. The MPOs shall act in consultation with COAST and consider input received from COAST when selecting and prioritizing projects for the Transportation Plans and the TIPs.
- C. COAST shall be responsible for and shall be considered the lead agency in conducting the following transportation planning and programming activities:
1. Coordinating with and assisting the MPOs in the development and update of the Transit component(s) of their Transportation Plans, which may include, but not be limited to, transit system policies and service demands, transit service modifications and extensions, transit fares, and transit system capital facilities needs;
 2. Providing information to the MPOs relative to the proposed programming of federal, state and local funds for urban transit system improvements and services, which fall under COAST's jurisdiction;
 3. Preparing and submitting applications for state and federal mass transportation capital and operating assistance grants and administering approved grants;
 4. Conducting preliminary engineering and final design studies relating to public transportation capital facilities, including but not limited to transit stations, shelters, bus stop signs, garages, maintenance buildings, operator buildings, and rolling stock and sharing this information with the MPOs, NHDOT, and FTA;

5. Conducting detailed operational planning necessary to establish or modify transit routes, schedules, fares, stop locations, transfer points, vehicle assignments, and other operating procedures in accord with the proposals contained in transit component(s) of the MPO Transportation Plans, and sharing this information with the MPOs, NHDOT, and FTA;
6. Seeking MPO planning assistance utilizing Section 5303 or 5313 FTA funds as part of the MPOs' biennial UPWPs to complete various transit technical assistance, coordination, or planning activities;
7. Preparing and updating paratransit service plans in conformance with the Americans with Disabilities Act of 1990;
8. Endorsing or providing timely comment on the MPOs' transportation plans for use as a guide in local transit planning and programming activities;
9. Conducting transit marketing planning, including but not limited to the conduct of market surveys, the design of user information materials, and the development of transit promotion programs;
10. Conducting transit management planning, including but not limited to activities related to personnel policies and training programs, maintenance policies, fare collection and handling procedures, and accounting practices; and
11. Collecting data to meet the requirements of Section 5335 of the Federal Transit Act and of the NHDOT Public Transportation Management System (PTMS) and Intermodal Management Systems (IMS) and make these data available to the NHDOT and MPOs as appropriate to their transit planning needs.
12. Consult with the MPOs at an early stage when preparing significant changes in routes, fares or schedules or when proposing major investments in the public transportation infrastructure.
13. Review, evaluate and provide timely recommendations to the MPOs regarding federally funded public transportation projects proposed in the region.

Article III: Work Program

- A. All reports and documents published by all parties under this Memorandum of Understanding shall give credit to all other parties and to participating USDOT agencies.
- B. NHDOT and USDOT shall have the royalty-free nonexclusive and irrevocable right to reproduce, publish, distribute, or otherwise use, and to authorize others to use, the work produced under this Memorandum of Understanding for government purposes.

Article IV: Funding and Payment

- A. Funding levels for the continuing urban transportation planning process shall result from the mutually approved PL, and Section 5303 formulas, and will be reviewed by the NHDOT and MPOs annually

in conjunction with the preparation, review and approval of the UPWPs.

- B. Upon inclusion of the MPOs' and COAST's planning elements into the UPWPs, adoption by the MPOs, and approval by NHDOT and by USDOT funding agencies, the UPWPs shall be deemed to constitute a part of this Memorandum of Understanding with respect to the scope of work and funding arrangements. Specific terms or conditions governing the financial aspects of the UPWPs will be set forth in NHDOT's annual contracts.
- C. All costs incurred during the progress of the urban transportation planning work activities under this Memorandum of Understanding shall be shared by the MPOs and the other participating agencies on the basis of the cost allocation schedule set forth in the approved UPWPs.

The USDOT share of program costs administered by NHDOT, together with any NHDOT share, will be made available to the MPOs following the receipt of properly executed invoices and a detailed status of expenditures reports in a format compatible with the approved UPWPs.

Progress reports containing a narrative and financial account of the work accomplished to date shall be furnished by the MPOs to the NHDOT on a monthly basis. These reports shall be due with each payment request. An Annual Performance Report shall be provided to the NHDOT within 90 days after the completion of the fiscal year. NHDOT will provide timely reimbursements of eligible charges. However, it may withhold or delay approval of invoices from an MPO if the MPO fails to submit progress reports or scheduled products in timely and satisfactory manner.

Article V: Scope of Work and Geographic Area

- A. The cooperative urban transportation planning process shall be carried out in accordance with Unified Planning Work Programs approved by the MPOs, NHDOT, and USDOT in consultation with appropriate transportation providers, and made a part of this Memorandum of Understanding which shall constitute the scope of work to be performed under this Memorandum of Understanding.

It is the intent of this MOU that the urban transportation planning process appropriately address the 8 factors identified under 23 USC 134; and the State transportation planning process appropriately address the same factors identified in 23 USC 135.

The UPWPs shall set forth a description of the specific urban transportation planning activities and products to be completed each fiscal year, the corresponding staff and budgetary requirements, and the allocation of the total costs between the participating agencies. Responsibilities for the following planning activities shall be identified in the UPWPs where applicable:

1. Preparing technical and other reports to assure documentation of the development, refinement and reappraisal of the transportation and transit plans, and
 2. Conducting detailed corridor, subarea, or transit studies to evaluate major transportation or transit investment alternatives and their social, economic and environmental impacts pursuant to 23 CFR 450.
- B. Upon adoption of the UPWPs by the MPOs, and approval by NHDOT and by USDOT funding agencies, NHDOT shall, in writing, authorize the MPOs to proceed with the UPWPs in accordance with the terms and conditions of such approval. The UPWPs may be amended during the course of

the year upon written request of the MPOs and subject to: 1) the concurrence of NHDOT and USDOT funding agencies; and 2) the availability of funding if applicable.

- C. The cooperative urban transportation planning process to be conducted under this MOU and governed by the provisions of 23 CFR 450 shall encompass the metropolitan planning areas, as determined by designation by the Governor and agreement between the MPOs.

Article VI: Organization and Administration

- A. The governing bodies of the MPOs shall appoint and maintain such policy, citizen and/or technical advisory committees as deemed appropriate to effectively carry out the comprehensive transportation planning process under this MOU. NHDOT and COAST shall be represented on all technical advisory committees that are applicable.
- B. The MPOs may enter into such institutional arrangements, service contracts or agency agreements, as they deem necessary to carry out the scope of work under this MOU with the understanding that the MPOs shall remain accountable for completion of planning products in accordance with the UPWPs. All such contracts, subcontracts, agreements or other written understandings for services shall conform to the appropriate provisions of 49 CFR 18 (common rule) as supplemented by FHWA & FTA Circular 4220.1E and any changes or revisions thereto; and other applicable guidance the FTA or FHWA may issue.
- C. When consultants are to be employed in accomplishing work under this MOU or the annual UPWPs, all parties providing funding or technical support for such work shall have the right to review and advise on basic study methods and procedures.

Article VIII: Effective Date and Duration of Memorandum of Understanding

- A. This MOU shall become effective upon execution by the NHDOT, the MPOs (RPC and SRPC), and COAST, and shall remain in force until terminated under provisions of Article IX, or until superseded by a new agreement.
- B. This MOU may be amended from time-to-time as facts or circumstances warrant or as may be required by state or federal laws, administrative regulations, or other orders or guidelines having the full force and effect of law.

Article IX: Termination of MOU

The NHDOT, the MPOs, or COAST may terminate this MOU by giving sixty (60) day written notice of such termination to the other parties. In the event of termination, the MPOs or COAST will be entitled to receive just and equitable compensation for any satisfactory work completed under this MOU to the effective date of such termination.

IN WITNESS WHEREOF, the parties have hereto caused this Memorandum of Understanding to be executed by their proper officers and representatives.

FOR THE ROCKINGHAM PLANNING COMMISSION MPO:

by _____
Chair

Date _____

FOR THE STRAFFORD REGIONAL PLANNING COMMISSION MPO:

by _____
Chair

Date _____

FOR THE STATE OF NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION:

by _____
Commissioner or Designee

Date _____

FOR THE COOPERATIVE ALLIANCE FOR SEACOAST TRANSPORTATION:

by _____
Chair

Date _____

APPENDIX A: COMMENTS

On February 13th, 2011 SMPO began the 30-day public comment period for the 2012-2013 Unified Planning Work Program. The purpose of this period is to allow the public to review the document, outline issues with the document, and recommend changes to the UPWP before its approval. The document was made available to the public at the Rochester and Dover Libraries, on the Strafford Regional Planning Commission website (www.Strafford.org), and at our office in Rochester NH.

This section of the UPWP outlines the comments received and the actions taken by SMPO to address comments.

Comments from FHWA:

1) A general comment that many of the Tasks and Work Products are described in generic terms, and would convey better information if more detail could be provided. I've pointed out a few examples in subsequent comments.

-SMPO has reviewed subsequent comments and made the recommended changes where appropriate. In addition SMPO has reviewed the language in the entire document and attempted to balance the need for more specific language for Categories and Tasks with our goal of providing clear and approachable language.

2) Under the Introduction, 1st paragraph – you may want to cite 23 CFR 450.308 versus 450.314. The 308 citation is more specific to the UPWP.

-23 CFR 450.314 has been changed to 23 CFR 450.308.

3) Including some documentation summarizing accomplishments from the previous UPWP document is always a good idea, and provides your constituents and partners with a sense of continuity for some of the ongoing work activities.

-SMPO will provide an appendix to address this comment. We are currently (3/17/11) in the process of creating this list and anticipate completing the list before April 1, 2011.

4) Thank you again for addressing the SAFETEA-LU Planning Factors, the FHWA/FTA Planning Emphasis Areas (PEAs), and findings and recommendations from the recent joint FHWA/FTA MPO Planning Review clearly in the document. The tables are very helpful.

5) Under SMPO Funding Sources for the 2012-2013 UPWP, the last paragraph on the page should say that copies of documents are available at Strafford RPC in Rochester, not Dover.

-“Dover” has been changed to “Rochester”.

6) Under Purpose & Contents of the UPWP, the last paragraph on the page, 1st sentence should say that SAFETEA-LU authorizes planning “factors”, not emphasis areas.

-“Emphasis areas” has been changed to “factors.”

7) Under Task 103: Training & Memberships, I’m not sure how you can specifically identify the AMPO or other membership costs with a single cost objective under the UPWP, and so these memberships may be better allocated as indirect costs. We can discuss further at the review meeting.

- Historically we have funded AMPO and other memberships directly. SRPC/SMPO does not fund lobbying effort by groups we are members of. We are ok with funding these costs directly or indirectly. We have also included specific training opportunities we plan on attending during the 2012-2013 UPWP cycle.

8) Under Task 105: Performance Measures, the documentation describes work to develop internal measures related to the MPO’s performance, which is good, but the planning emphasis area focuses more on system performance measures that might relate to congestion, pavement conditions, bridge ratings, crash rates, livability, etc. The CMP that NH’s other 3 MPOs are implementing is a good example.

- In the purpose statement SMPO has included specific language regarding our intent to establish and track performance measures relating to transportation system performance in our region.

9) Under Task 202: Land Use & Environmental Linkages, as you continue with this, Tasks under Category 500, and any other initiatives to integrate transportation, land use and climate change in your UPWP funded work activities, keep in mind our guidance clarifying eligibility and criteria for use of FHWA and FTA planning funds:
<http://www.fhwa.dot.gov/planning/plnInduse.htm>

-In the purpose statement for Task 202 SMPO has included language that requires all planning activities undertaken in this task to show how they directly relate to transportation planning.

10) Under Task 204: Interagency Consultation – under Objectives, I would suggest adding “and the air quality conformity process” before “through monthly meetings.”

-“and air quality conformity process” has been added to the objectives statement for task 204.

11) Under Task 205.1, Annual Listing of Obligated Projects, thank you for using maps to identify locations of obligated and de-obligated projects. Please remember to

identify resources for employing visualization techniques for the TIP and Metro/Long-Range Transportation Plan (23 CFR 450.316 (a)(1)(iii).

-Language requiring the use of maps, tables and other visualizations has been added to Subtasks for the TIP (205), MTP (210), and Transportation Air Quality Conformity (209).

12) Could you consolidate Task 212: MOVES 2010 with Task 209: Transportation Air Quality Conformity?

-Due to the uncertainty about transitioning to MOVES and the substantial effort that may be required to allow for a smooth transition (effort may include meetings, trainings, data collection, practice) SMPO believes it is important to for MOVES to be its own task. NH DES has also expressed support for having a separate task for MOVES.

13) Under Task 209: Transportation Air Quality Conformity, you can remove references to the Transportation Enhancements (TE) program, as these projects are AQ exempt.

-Transportation Enhancements (TE) has been removed from Task 209.

14) Task 211: Review of Transportation Materials and Documents might be better placed as a Category 100 task. TAC (Task 301) and Policy Committee (Task 305) might also be better placed under Category 100 versus Public Involvement & Coordination.

-The UPWP working group consisting of representatives from FHWA, NH MPOs, NH RPC, and NH DOT agreed to have Task 301 and 305 in the 300 Category for public involvement. SMPO believes Task 211 is most appropriate in the 200 Category as its main purpose is to ensure SMPO's policies and plans are driven by the most up-to-date federal guidance and regulations. This task allows staff to stay current on important policy topics.

15) Under Task 303: Public Participation Plan (PPP), thank you for noting the 45 day public review and comment period and pls. also keep in mind the consultation requirements for updating your Plan (23 CFR 450.316). Thanks also for noting the involvement of underrepresented populations in your Plan development. Maintenance of the MPO DBE program and goals, and Title VI implementation could be other related work activities to consider here or elsewhere in the UPWP. I believe you have some work underway on this now.

-SMPO staff is currently working on updating/creating our DBE and Title VI documents.

16) Task 306: Coordinated Planning Effort – 5 Portland-Boston MPOs looks interesting, but I don't think I saw it listed in the RPC's draft UPWP, and I otherwise haven't been involved in this. Should there be something reflected in the RPC draft

UPWP also? Have they been made aware, and involved in this effort, and what is NHDOT's role?

-SMPO has communicated with the four other MPOs along the corridor and have received written interest from all but RPC. RPC verbally agreed to participate in this Task. It may be allowable under an alternate task in RPC's UPWP.

17) Under Task 401: Traffic Counts, the Work Products listed are somewhat vague and I also wonder why "Traffic count GIS data" is listed twice for 401.1 and 401.2?

-The unintentional duplication of the work product "Traffic Count GIS Data" has been deleted. The subtasks remain separate because the purpose of the first subtask is to respond to DOT requests and the second is to respond to local requests.

18) Under Task 405: Equipment, pls. keep in mind competitive bidding requirements when appropriate, and remember to consult with NHDOT, and as appropriate, use their White Farm process for retiring outdated equipment purchased through UPWP funds.

-SRPC/SMPO has historically and will continue to comply with all competitive bidding requirements and we are committed to continue taking part in the White Farm Program.

19) Under Task 406.1, Model Updates, Enhancements, and Development Coordination: Thank you for your efforts to update the model base year to 2010 etc., and provide other data updates as the 2010 census data becomes available.

20) Seems like activities listed under Task 502.2 Highway Performance Monitoring System (HPMS) and Task 401: Traffic Counts could be consolidated?

-These functions involve different types of data collection.

21) Under Task 503.1 Congestion Mitigation Air Quality (CMAQ), another Work Product to list would be to assist with the AQA's for prospective CMAQ projects.

-The work product: "Assist with AQA for perspective CMAQ projects" has been added to the UPWP.

22) Under Task 507: Travel Demand Management, Work Product # 3 – Implementation of mitigation actions for the Newington – Dover Project, wouldn't these work activities be supported with mitigation funding from the project?

-As SMPO is still waiting for conformation from NH DOT about funding for the fourth and fifth years of this project, we anticipate ongoing meetings, communication, and administrative work with NH DOT to be necessary before Seacoast Commuter Options has the funding that is required by the Record of Decision from the Little Bay Bridge Project. These efforts fall outside the scope of work for the CMAQ grant so we are

keeping this task to ensure we will be able to do the necessary work to secure funding for this grant.

23) Under Task 508.2: Bicycle and Pedestrian Project Support, thank you for including a Work Product to implement data collection and analysis.

Other Comments:

1) Steve Pesci, Special Project Director from UNH made a formal request to include:

Coordinated Planning Effort - 5 Portland-Boston MPOs

Funding to support interstate, interagency coordination for Boston-Portland rail corridor freight and transit improvements. The group would identify needs, strategies and short- and long-term improvements for passenger and freight movement on this corridors as well as connecting intermodal facilities and service providers. This effort would work to support long-term, collaborative strategies to improve the corridor, enhance the parallel interstate highway system operations and provide improved freight and passenger efficiencies for the northern New England corridor.

Methods:

A working group will be established with invited representation from:

- Each MPO
- Intercity rail and transit authorities and providers
- Pan Am and NH NorthCoast railways
- MBTA
- MEDOT, NHDOT, MASSDOT
- FTA, FRA, FHWA
- Key corridor communities and their Economic Development or other representatives

At least two meetings will be held annually. The meetings will include a work session, updates and opportunity for the comment from the general public

Resources Required:

- Staffing, GIS, planning and meeting coordination

-This comment was addressed by discussing the task at a TAC meeting and including it in our UPWP scope of work.