



# SNHPC

## UNIFIED PLANNING WORK PROGRAM

### FY 2020 AND FY 2021

**PREPARED BY THE  
SOUTHERN NEW HAMPSHIRE PLANNING  
COMMISSION**

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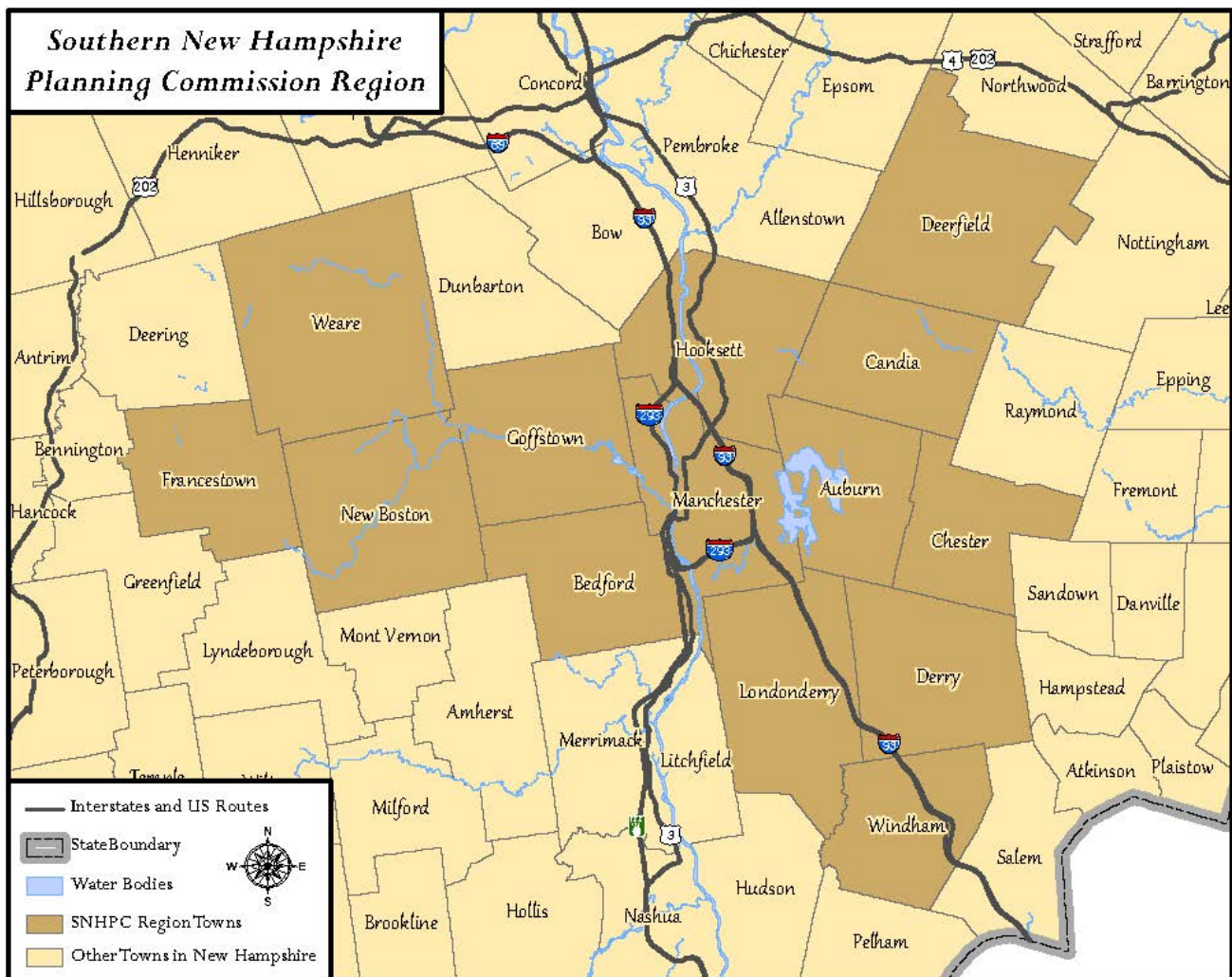
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## INTRODUCTION

The Southern New Hampshire Planning Commission (SNHPC) is one of nine Regional Planning Commissions in New Hampshire established under NH RSA Chapter 36, and is the designated Metropolitan Planning Organization (MPO) serving 14 municipalities in the greater Manchester, New Hampshire Urbanized Area (UZA).

The FY 2020 - FY 2021 Unified Planning Work Program (UPWP) for the SNHPC metropolitan planning area has been developed to meet the requirements of Fixing America's Surface Transportation Act (FAST) Act and the metropolitan transportation planning regulations codified in 23 CFR §450. This UPWP includes the description of all transportation planning activities that will be performed by the SNHPC during the fiscal years beginning July 1, 2019 and ending June 30, 2021 (i.e. State fiscal years 2020 and 2021). A map of the SNHPC region is shown in Exhibit 1 below.

**Exhibit 1- Southern New Hampshire Planning Commission Region**



*Note: Portions of the towns of Bow, Allenstown, and Pembroke are included in the Manchester, NH urbanized area. The SNHPC's MPO Metropolitan Planning Area (MPA) boundary includes these areas. Under a Memorandum of Understanding with the Central NH Regional Planning Commission, the towns of Bow, Allenstown, and Pembroke are designated as voting members of the SNHPC MPO to ensure that they are afforded the opportunity to fully participate in all aspects of the SNHPC's metropolitan planning process.*

This UPWP is a consolidated planning work program supported by FHWA Metropolitan Planning (PL) funds, FTA Section 5303 Metropolitan Planning funds, and FHWA State Planning and Research (SPR) funds. Federal funding supporting this UPWP is matched by a combination of state toll credits administered by the NHDOT and matching funds provided by the SNHPC. The planning activities outlined in this UPWP have been designed to meet the local needs of the SNHPC region’s municipalities, and ensure consistency with the ten federally-designated metropolitan planning factors as detailed in Exhibit 2 below.

**Exhibit 2- SNHPC UPWP Linkages with Federally-designated Metropolitan Planning Factors**

Planning Factor		Relevant SNHPC UPWP Task
1	Support the economic vitality of the United States, the States, metropolitan areas, and nonmetropolitan areas, especially by enabling global competitiveness, productivity, and efficiency.	<ul style="list-style-type: none"> <li>• Task 501 (Local Assistance)</li> <li>• Task 502 (Statewide Assistance)</li> </ul>
2	Increase the safety of the transportation system for motorized and non-motorized users.	<ul style="list-style-type: none"> <li>• Task 205 (TIP)</li> <li>• Task 211 (Bicycle/Ped Planning)</li> <li>• Task 501 (Local Assistance)</li> <li>• Task 502 (Statewide Assistance)</li> </ul>
3	Increase the security of the transportation system for motorized and non-motorized users.	<ul style="list-style-type: none"> <li>• Task 207 (ITS)</li> <li>• Task 211 (Bicycle/Ped Planning)</li> <li>• Task 501 (Local Assistance)</li> <li>• Task 502 (Statewide Assistance)</li> </ul>
4	Increase accessibility and mobility of people and freight.	<ul style="list-style-type: none"> <li>• Task 201 (Ten-Year Plan)</li> <li>• Task 205 (TIP)</li> <li>• Task 206 (CMP)</li> <li>• Task 208 (MTP/PBP)</li> <li>• Task 212 (Freight Planning)</li> </ul>
5	Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.	<ul style="list-style-type: none"> <li>• Task 202 (PEL)</li> <li>• Task 204 (IAC)</li> <li>• Task 208 (MTP/PBP)</li> <li>• Task 209 (AQ Conformity)</li> </ul>
6	Enhance the integration and connectivity of the transportation system, across and between modes throughout the State, for people and freight.	<ul style="list-style-type: none"> <li>• Task 203 (TPC)</li> <li>• Task 503 (LPA)</li> <li>• Task 505 (RCC)</li> <li>• Task 506 (Transit Assistance)</li> </ul>
7	Promote efficient system management and operation.	<ul style="list-style-type: none"> <li>• Task 205 (TIP)</li> <li>• Task 207 (ITS)</li> <li>• Task 208 (MTP/PBP)</li> </ul>
8	Emphasize the preservation of the existing transportation system.	<ul style="list-style-type: none"> <li>• Task 201 (Ten-Year Plan)</li> <li>• Task 205 (TIP)</li> </ul>
9	Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.	<ul style="list-style-type: none"> <li>• Task 202 (PEL)</li> <li>• Task 402 (SADES)</li> <li>• Task 504 (Special Projects)</li> </ul>
10	Enhance travel and tourism.	<ul style="list-style-type: none"> <li>• Task 501 (Local Assistance)</li> <li>• Task 502 (Statewide Assistance)</li> </ul>

Additionally, the planning activities outlined in this UPWP reflect New Hampshire’s Planning Emphasis Areas (PEAs), which were established by the New Hampshire Division of FHWA and FTA Region I as detailed in Exhibit 3 below.

**Exhibit 3- SNHPC UPWP Linkages with New Hampshire Planning Emphasis Areas**

Planning Emphasis Area		Relevant UPWP Task
1	MPO UPWPs should continue to identify resources and work elements as necessary to ensure that the State and each MPO considers the Planning Factors and complies with all statewide and metropolitan planning and programming requirements consistent with timeframes established in legislation, rulemaking, and guidance.	Task 204 (IAC) Task 205 (TIP) Task 208 (MTP/PBP)
2	MPO UPWPs should include work elements and activities to continue to cooperatively develop and monitor measures and targets, and collect data in support of establishing baseline and targeted performance measures, consistent with performance-based planning requirements.	Task 205 (TIP) Task 208 (MTP/PBP) Task 401 (Traffic Counts) Task 402 (SADES)
3	NHDOT, New Hampshire’s MPOs, transit operators and rural RPCs should work collaboratively to ensure that set-aside, suballocation, and project selection requirements are implemented as required, and the collaboration needed to do so should be evident in the work programs.	Task 201 (TYP) Task 205 (TIP) Task 208 (MTP/PBP) Task 506 (Transit)
4	MPOs should include resources and work elements in their UPWPs that are necessary to support data collection and other system monitoring activities that will provide for an effective CMP consistent with requirements.	Task 206 (CMP)
5	MPOs are encouraged to identify resources and work elements as necessary to develop and maintain state and metropolitan freight plans that assess the condition and performance of New Hampshire’s critical freight network, and identify solutions to freight bottlenecks and other deficiencies.	Task 208 (MTP/PBP) Task 212 (Freight Planning)
6	MPO UPWPs should identify resources and work elements as necessary to ensure that the STIP, metropolitan long-range transportation plans, and TIPs include financial plan documentation and processes that meet the above-referenced requirements and demonstrate financial constraint by year.	Task 205 (TIP) Task 208 (MTP/PBP)
7	MPO UPWPs should identify resources and work elements as necessary to ensure that metropolitan and statewide travel demand models are being used to provide technical support to New Hampshire’s metropolitan and statewide planning processes, and are maintained, updated and continuously improved, consistent with previous TMA Certification Review and MPO Planning Review recommendations, etc.	Task 404 (Demographics) Task 406 (Model)
8	MPO UPWPs must include resources and work elements as necessary to provide for complete traffic counting and other data for maintaining New Hampshire’s statewide HPMS data. Resources identified to support the required traffic counting, pavement condition monitoring and other activities should be provided at a level that will ensure complete, timely and robust data collection in support of New Hampshire’s statewide HPMS data.	Task 401 (Traffic Counts)
9	MPO UPWPs should identify resources and work elements as necessary to support effective project monitoring and the development of MPO annual listings of obligated highway, bike/pedestrian and transit projects.	Task 205 (TIP) Task 211 (Bicycle/Pedestrian)

The format of this UPWP groups each of the program’s tasks and activities into one of the following five categories:

- Category 100 - Administration and Training
- Category 200 - Policy and Planning
- Category 300 - Public Involvement and Coordination
- Category 400 - Plan Support
- Category 500 - Technical Assistance and Support

Unless otherwise noted, all tasks will be completed by SNHPC staff under the supervision of the SNHPC’s Executive Director. Program tasks include a description that details the proposed activities and expected work products. A financial summary of the UPWP, including the combined cost and relevant sources of funding, is presented in Appendix A of this document.

## **100 ADMINISTRATION AND TRAINING**

The purpose of this category is to provide management and support services including bookkeeping and contract development that are necessary for the effective administration of the Unified Planning Work Program. Staff training, also included in this category, is essential to providing high quality transportation planning services to member communities and partner agencies.

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### **101 Invoices and Accounting**

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This task includes all activities related to financial accounting and reporting for the Unified Planning Work Program.

FY 2020-FY 2021

Proposed Activities:

- Preparing and submitting UPWP Requests for Reimbursement.
- Preparing and submitting UPWP Budget Amendment requests.

Products:

- Completed timesheets (52 per year), progress reports (12 per year), and invoices (12 per year).

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### **102 Program Administration**

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This task includes all activities related to the general administration of the UPWP to ensure compliance with federal and state regulations.

## FY 2020-FY 2021

### Proposed Activities:

- Supervising transportation planning staff, conducting staff meetings to internally coordinate the completion of UPWP tasks, monitoring work assignments, reviewing UPWP-related deliverables prior to publication, and conducting annual performance reviews for transportation planning staff.
- Preparing and submitting any required revisions or amendments to the approved UPWP.
- Preparing for and participating in periodic MPO reviews with State and Federal partner agencies.
- Preparing for and participating in a mid-term review meeting to discuss the progress on UPWP-related tasks and deliverables with State and Federal partner agencies.
- Preparing and adopting any pertinent updates to the SNHPC MPO Prospectus.
- Preparing and submitting the annual UPWP performance report.
- Preparing and submitting the FY 2022 – FY 2023 UPWP.

### Products:

- Completed UPWP revisions (as necessary), amendments (as necessary), and annual performance reports (one per year). Documentation of planning and related program reviews (as necessary).
- Completed transportation staff meetings to coordinate the completion of UPWP tasks, monitor work assignments, and review UPWP-related deliverables prior to publication (52 per year).
- Completed FY 2022 – FY 2023 UPWP.

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## **103 Training**

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This task includes all activities related to the development and enhancement of staff transportation planning abilities, including GIS analysis, travel demand modeling, climate change, and other technical training related to transportation planning and project development. These activities are designed to ensure that SNHPC staff has access to up-to-date information and techniques required for the development and maintenance of an effective metropolitan planning process. All expenditures on training initiatives will occur in accordance with the Guidance on Use of FHWA Planning and Research Funds for Travel and Training, January 29, 2004 (updated 12/26/2014).

## FY 2020-FY 2021

### Proposed Activities:

- Participating in webinars, conferences, workshops, and other activities related to subject matter relevant to the metropolitan transportation planning process. Such training activities may include, but are not limited to, the following as resources permit. Only conferences or training events with a transportation planning “track” or documentable transportation planning content shall be eligible for UPWP participation.
  - The Annual Conference of the American Planning Association (APA);
  - The Annual Conference of the Northern New England Chapter of the American Planning Association (NNECAPA);
  - The Annual Conference of the Association of Metropolitan Planning Organizations (AMPO);
  - The Annual Conference of the National Association of Regional Councils (NARC);



- The Annual Conference of the National Association of Development Organizations (NADO);
- The Northeast Passenger Transportation Association (NEPTA) Conference;
- The Tri-State Transit Conference;
- Training sessions on transportation planning-related topics organized by the NHDOT, FHWA, FTA, National Highway Institute, Transportation Research Board, Institute of Transportation Engineers, or other transportation planning-related trade association;
- Other pertinent transportation-related training sessions as approved by the NHDOT Bureau of Planning and Community Assistance.

Products:

- Documentation of training agendas, minutes, and other relevant training materials (as available funding allows and as approved by NHDOT).

## **104 ICR Adjustments**

This task is intentionally vacant.

## **105 Performance Based Planning**

This task is intentionally vacant.

# **200 POLICY AND PLANNING**

The purpose of this category is to ensure that transportation plans and policies are reviewed and updated to reflect regional goals and address evolving local concerns. This category includes assisting communities with connecting transportation and land use policies in local planning efforts in support of federal and statewide livability, climate change, and sustainability initiatives.

## **201 Ten-Year Plan**

This task includes all activities related to the biennial development of the Ten-Year Transportation Improvement Plan (TYP), including assistance to member communities in identifying potential projects. Staff will participate in activities related to the development of the FY 2021 – FY 2030 TYP and FY 2023-FY 2032 TYP during this UPWP period.

### FY 2020-FY 2021

Proposed Activities:

- Providing assistance to member communities and partner agencies in identifying and scoping potential Ten-Year Transportation Improvement Plan projects.

- Facilitating the regional process to evaluate and prioritize Ten-Year Transportation Improvement Plan projects in conjunction with the SNHPC TAC and MPO Policy Committee.
- Participating in Governor’s Advisory Commission on Intermodal Transportation (GACIT) hearings on the Ten-Year Transportation Improvement Plan.
- Coordinating with the NHDOT, FHWA, and other MPOs/RPCs to revise and better integrate New Hampshire’s transportation planning processes (e.g. TIP, STIP, and Ten-Year Plan).

Products:

- Documentation of the SNHPC Ten-Year Transportation Improvement Plan project solicitation, evaluation, and prioritization process (once every two years).
- Program of prioritized FY 2021 – FY 2030 and FY 2023- FY 2032 Ten-Year Transportation Improvement Plan projects for the SNHPC region.
- Documentation of GACIT agendas, minutes, and other relevant meeting materials including TYP-related public hearing presentations prepared and delivered by the SNHPC (number of meetings dependent on GACIT hearing schedule).

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## **202 Planning & Environmental Linkages**

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This task includes eligible planning activities conducted in support of federal and state transportation-related environmental review processes, climate change and infrastructure resilience planning, and transportation livability initiatives.

### FY 2020-FY 2021

Proposed Activities:

- Responding to Initial Contact Letters as requested by the NHDOT Bureau of Environment or other partners.
- Completing GIS analysis on road ponding areas in support of the NHDES/NHGS statewide hydraulic capacity model.
- Utilizing the SNHPC Regional Vulnerability Assessment as a baseline to develop local vulnerability assessments for each of the 14 municipalities in the region.

Products:

- Documentation of responses to Initial Contact Letters (as requested by the NHDOT Bureau of Environment).
- Documentation of GIS analysis on road ponding areas.
- Documentation of local vulnerability assessments (one per community).

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## **203 Transportation Planners Collaborative**

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This task includes all activities related to participation in the New Hampshire Transportation Planners Collaborative (TPC) and committees thereof.

## FY 2020-FY 2021

### Proposed Activities:

- Participating in NH Transportation Planners Collaborative (TPC) meetings with transportation planning partner agencies on issues requiring statewide coordination.
- Preparing written reports or presentations relevant to TPC meeting agendas.
- Coordinating with the NHDOT, FHWA, and other MPOs/RPCs to revise and better integrate New Hampshire's transportation planning processes (e.g. TIP, STIP, and Ten-Year Plan).

### Products:

- Documentation of TPC agendas, minutes, and other relevant meeting materials including presentations prepared by the SNHPC (number of meetings as determined by NHDOT and the TPC Steering Committee).

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## **204 Interagency Consultation**

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This sub-task includes all activities related to the Interagency Consultation process in association with NHDOT, FHWA, FTA, NHDES and other state MPOs and RPCs.

## FY 2020-FY 2021

### Proposed Activities:

- Participating in monthly Interagency Consultation meetings and conference calls to coordinate TIP amendments, TIP administrative modifications, and other project programming matters of statewide interest.
- Preparing written reports or presentations relevant to Interagency Consultation meeting agendas.

### Products:

- Documentation of Interagency Consultation agendas, minutes, and other relevant meeting materials (approx. 12 meetings per year).

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## **205 Transportation Improvement Program**

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This task includes activities related to the development, amendment, and modification of the SNHPC Transportation Improvement Program (TIP).

## FY 2020-FY 2021

### Proposed Activities:

- Developing and adopting the SNHPC TIP on an anticipated biennial cycle, including the FY 2021-FY 2024 TIP.

- Soliciting, prioritizing, selecting, and programming TIP projects utilizing the STBG funds sub-allocated to the Nashua UZA.
- Soliciting, prioritizing, and exercising project selection authority over non-NHS projects in the Nashua UZA.
- Coordinating, reviewing, and processing TIP amendments and TIP administrative modifications requested by the New Hampshire Department of Transportation, municipalities, or transit agencies pursuant to the Public Involvement Process for the SNHPC Region.
- Developing and publishing the Annual List of Obligated Projects in the SNHPC Region.
- Coordinating with the NHDOT, FHWA, and other MPOs/RPCs to revise and better integrate New Hampshire’s transportation planning processes (e.g. TIP, STIP, and Ten-Year Plan).
- Coordinating with the other New Hampshire MPOs and the NHDOT to create a TIP Development Manual to ensure consistent TIP procedures, including fiscal constraint analysis, across the four MPOs.

Products:

- Adopted FY 2021-2024 SNHPC Transportation Improvement Program (once in two-year UPWP period).
- Approved FY 2019-2022 and FY 2021-2024 TIP amendments and TIP administrative modification (approx. 4 amendments and 24 administrative modifications during two-year UPWP period).
- Annual List of Obligated Projects in the SNHPC region for FY 2020 and FY 2021 (once per year).
- Completed TIP Development Manual.

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## **206 Congestion Management Process**

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This task includes activities related to the development and maintenance of the SNHPC Congestion Management Process (CMP).

### FY 2020-FY 2021

Proposed Activities:

- Continuing to implement the Congestion Management Process for the SNHPC Region, including the following:
  - Coordinating with the Nashua Regional Planning Commission to ensure that all CMP-related federal requirements for the TMA are comprehensively addressed.
  - Coordinating with Nashua Regional Planning Commission, Rockingham Planning Commission, and Strafford Regional Planning Commission on CMP-related data analysis and strategy identification for inter-regional corridors.
  - Incorporating the National Performance Management Research Data Set (NPMRDS), including supplemental NPMRDS analytics, into the CMP.
  - Improving the integration of the CMP into the SNHPC Metropolitan Transportation Plan.

Products:

- Updated CMP for the SNHPC region, including products from data collection, monitoring and evaluation activities.

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## **207 Intelligent Transportation Systems**

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This task includes activities related to the development and maintenance of the Intelligent Transportation System Architecture for the SNHPC Region (i.e. SNHPC ITS Architecture).

### FY 2020-FY 2021

#### Proposed Activities:

- Developing and approving an updated SNHPC ITS Architecture pursuant to the FHWA's six step Regional ITS Architecture development process.

#### Products:

- Updated SNHPC ITS Architecture (one completed update in two-year UPWP period).

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## **208 Metropolitan Transportation Plan**

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This task includes activities related to the development, amendment, and modification of the SNHPC Metropolitan Transportation Plan. This task also includes the maintenance of the Transportation Chapter of the SNHPC Regional Comprehensive Plan. The Metropolitan Transportation Plan for the SNHPC Region will be updated during the FY 2020-2021 UPWP performance period, concurrent with the development of the 2021 – 2030 Ten-Year Transportation Improvement Plan.

### FY 2020-FY 2021

#### Proposed Activities:

- Developing an update of the Metropolitan Transportation Plan for the SNHPC Region, with continued emphasis on the following items:
  - Evaluating and reporting of federally-required performance measures in the Metropolitan Transportation Plan through the SNHPC Regional System Performance Report.
  - Improving the integration of the SNHPC Congestion Management Process and SNHPC ITS Architecture into the Metropolitan Transportation Plan.
  - Enhancing the consideration of freight transportation and related projects into the SNHPC Metropolitan Transportation Plan.
  - Improving the transparency of the fiscal constraint analysis underlying the Metropolitan Transportation Plan.
  - Incorporating a discussion of types of potential environmental mitigation activities and potential areas to carry out those activities.
- Evaluating and incorporating any necessary updates to the Transportation Chapter of the SNHPC Regional Comprehensive Plan.

#### Products:

- Updated and adopted SNHPC Metropolitan Transportation Plan.
- Updated Transportation Chapter of the SNHPC Regional Comprehensive Plan.

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## **209 Transportation Air Quality Conformity**

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This task includes activities related to satisfying the federal transportation conformity requirements of the Clean Air Act.

On July 20, 2013, all of New Hampshire became unclassifiable/attainment for the 2008 8-Hour Ozone National Ambient Air Quality Standard (NAAQS). On April 6, 2015, the 1997 8-Hour Ozone NAAQS was revoked for all purposes, including transportation conformity, thus alleviating the Boston-Manchester-Portsmouth (SE) NH area from having to demonstrate the conformity of transportation plans. However, due to a decision of the U.S. Court of Appeals for the District of Columbia Circuit (South Coast Air Quality Management District v. EPA), as of February 16, 2019, transportation conformity for the 1997 ozone NAAQS will again apply in the Boston-Manchester-Portsmouth (SE) NH “Orphan Area.” Therefore, the SNHPC will be required to demonstrate conformity for the 1997 ozone NAAQS for any plans approved after February 16, 2019.

On March 10, 2014, the U.S. Environmental Protection Agency approved a maintenance plan, known as a “limited maintenance plan,” to address Carbon Monoxide (CO) for the City of Manchester. Because of the approved limited maintenance plan, the SNHPC no longer completes a regional emissions analysis for carbon monoxide pursuant to 40 CFR 93.109(e) “Areas with limited maintenance plans.” However, all other transportation conformity requirements under 40 CFR 93.109(b) continue to apply, including project-level conformity determinations based on carbon monoxide hot spot analyses under 40 CFR 93.116.

### FY 2020-FY 2021

#### Proposed Activities:

- Collaborating with NHDES, NHDOT, and federal partner agencies to monitor air quality designations in the SNHPC region.
- Completing planning-level conformity analyses as necessary to support SNHPC metropolitan planning products.
- Completing project-level conformity determinations based on carbon monoxide hot spot analyses on an as-needed basis.

#### Products:

- Documentation of meetings with NHDES, NHDOT, and federal partner agencies to monitor air quality designations in the SNHPC region (as needed).
- Completed planning-level conformity analyses as necessary to support SNHPC metropolitan planning products (as needed).
- Completed project-level conformity determinations based on carbon monoxide hot spot analyses (as needed).

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## **210 State Long-Range Transportation Plan**

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This task includes assisting the New Hampshire Department of Transportation in completing work related to the development of the statewide Long-Range Transportation Plan.

## FY 2020-FY 2021

### Proposed Activities:

- Provide technical assistance, upon request, to the New Hampshire Department of Transportation related to the development of the statewide Long-Range Transportation Plan.
- Participate in statewide meetings convened by the New Hampshire Department of Transportation related to the development of the statewide Long-Range Transportation Plan.

### Products:

- Documentation of meetings and technical assistance provided to the New Hampshire Department of Transportation related to the development of the statewide Long-Range Transportation Plan.

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## **211 Bicycle/Pedestrian Planning**

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This task includes activities related to the development of projects and plans for bicycle and pedestrian transportation, and support for regional and statewide bicycle/pedestrian initiatives.

## FY 2020-FY 2021

### Proposed Activities:

- Participating on the NHDOT Complete Streets Advisory Committee (CSAC) and subcommittees thereof.
- Continuing to provide technical assistance in support of local and regional bicycle/pedestrian organizations including, but not limited to, the Regional Trails Coordinating Council (RTCC), the Manchester Connects Committee, and Bike Manchester.
- Coordinating bicycle/pedestrian counting activities in the SNHPC region.
- Participating in the process to update the New Hampshire State Bicycle/Pedestrian Plan.
- Supporting and providing assistance in organizing New Hampshire Bike/Walk to Work Day activities in the SNHPC region to support regional transportation planning efforts.

### Products:

- Documentation of CSAC agendas, minutes, and other relevant meeting materials (approx. eight meetings per year).
- Documentation of RTCC, Manchester Connects Committee, and Bike Manchester agendas, minutes, and other relevant meeting materials (approx. eight meetings per year).
- Summary reports for bicycle/pedestrian count data collected in the SNHPC region (approx. 25 counts per year).
- Documentation of outreach materials for New Hampshire Bike/Walk to Work Day activities in the SNHPC region (one event per year).

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## **212 Freight Planning**

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This task includes activities related to freight planning in support of regional transportation plans and programs.

### FY 2020-FY 2021

#### Proposed Activities:

- Identify and consider solutions to freight bottlenecks in the SNHPC region.
- Review and provide feedback on freight plans and programs developed by NHDOT and/or the State Freight Advisory Committee.
- Identify a regional freight network to assist in evaluating freight-related criteria in the regional project prioritization process.

#### Products:

- Documentation of regional freight bottleneck analysis.
- Documentation of identified regional freight network.

## **300 PUBLIC INVOLVEMENT AND COORDINATION**

This purpose of this category is to provide meaningful public involvement in all phases of the development of transportation plans, policies, projects, and priorities. It includes informing the public about topical transportation planning policy developments, including Federal transportation legislation, and ensuring the coordination of municipal, regional, and statewide land use and transportation planning processes. The SNHPC recognizes the importance of public involvement in an integrated transportation and land use planning process and will make every effort to target outreach efforts toward low income and minority populations, including persons/groups with Limited English Proficiency (LEP).

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### **301 Technical Advisory Committee**

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This task includes all activities related to the administration and staffing of the SNHPC Technical Advisory Committee (TAC). The SNHPC TAC was established to advise the MPO staff and Policy Committee on the transportation issues and projects of concern to municipalities and partner agencies in the region. The primary responsibilities of the TAC include: 1) Providing input for the development of the Unified Planning Work Program and other related MPO documents; and 2) Providing technical review and making recommendations to the MPO Policy Committee related to the adoption of regional transportation planning products (i.e. TIP and RTP) developed by the MPO staff.

### FY 2020-FY 2021

#### Proposed Activities:

- Preparing for and participating in monthly SNHPC Technical Advisory Committee meetings, including the distribution of meeting notices, agendas, staff reports, minutes, and presentations.



- Preparing for and participating in neighboring RPC Technical Advisory Committee meetings to coordinate on transportation-related matters of inter-regional significance.

Products:

- Documentation of SNHPC Technical Advisory Committee agendas, minutes, and other relevant meeting materials (12 meetings per year).

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## **302 Planning Commission/Committee Meetings**

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This task includes all activities related to the engagement of the Southern New Hampshire Planning Commission and committees thereof in the metropolitan transportation planning process.

FY 2020-FY 2021

Proposed Activities:

- Preparing for and participating in monthly SNHPC Committee meetings regarding regional transportation issues, including the distribution of meeting notices, agendas, staff reports, minutes, and presentations.

Products:

- Documentation of agendas, minutes, and other relevant meeting materials for the SNHPC and SNHPC Committees (12 meetings per year).

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## **303 Public Involvement Plan**

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This task includes all activities related to the development and maintenance of the SNHPC Public Involvement Plan and Title VI Policy. During the FY 2020-2021 UPWP period, the SNHPC will complete updates to both the Public Involvement Plan and Title VI Policy for the SNHPC Region to incorporate current practices, technological innovations and ensure full compliance with current regulatory requirements. During these updates, the SNHPC will actively coordinate with other organizations that provide services to low income and minority populations, including persons/groups with Limited English Proficiency (LEP).

FY 2020-FY 2021

Proposed Activities:

- Reviewing and adopting an update to the SNHPC Public Involvement Plan.
- Reviewing and adopting an update to the SNHPC Title VI Policy.

Products:

- Updated Public Involvement Plan for the SNHPC Region (one update in two-year UPWP period).
- Updated Title VI Policy for the SNHPC Region (one update in two-year UPWP period).

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## **304 Public Outreach**

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This task includes activities related to the dissemination and exchange of information to the public and between regional stakeholders involved in the MPO transportation planning process.

### FY 2020-FY 2021

#### Proposed Activities:

- Incorporating updated transportation project information, meeting materials, and planning products on the SNHPC website and social media accounts.
  - Posting meeting minutes and materials within 30 days of public meetings.
- Developing transportation-related content for publication in newsletters, social media, public television, and regularly-scheduled “Media Blast” and “Sustainable Newsflash” electronic bulletins.
- Developing presentations and conducting outreach to municipalities and local, regional, and statewide organizations, committees, and partner agencies about transportation-related matters to raise awareness of and engagement in the SNHPC metropolitan transportation planning process.
- Conducting targeted outreach to engage low-income, minority, and Limited English Proficiency populations in the metropolitan transportation planning process.
- Publishing required public notices related to the transportation planning process in local newspapers, electronically on the SNHPC website, and on social media in a manner that is consistent with federal requirements and the SNHPC Public Involvement Plan.
- Maintaining membership/rules of procedure for transportation-related committees annually.

#### Products:

- Updated SNHPC website and social media accounts (website updates to occur weekly, social media updates to occur twice per week).
- Documentation of SNHPC quarterly newsletter and regularly-scheduled “Media Blast” and “Sustainable Newsflash” electronic bulletins (newsletter to be published quarterly, electronic bulleting to be published monthly).
- Documentation of presentations to local, regional, and statewide organizations about transportation-related matters.
- Documentation of published public notices related to the transportation planning process.

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## **305 MPO Policy Committee**

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This task includes activities related to the administration and staffing of the SNHPC MPO Policy Committee. The primary functions of the MPO are: 1) Establishing the goals, objectives and policies governing transportation planning in the region; 2) Approving the Unified Planning Work Program and budget; and 3) Preparing and adopting the Metropolitan Transportation Plan and other required metropolitan transportation planning documents.

### FY 2020-FY 2021

#### Proposed Activities:

- Preparing for and participating in monthly SNHPC MPO Policy Committee meetings, including the distribution of meeting notices, agendas, staff reports, minutes, and presentations.

Products:

- Documentation of SNHPC MPO Policy Committee agendas, minutes, and other relevant meeting materials (12 per year).

## **400 PLAN SUPPORT**

This purpose of this category is to support the development of municipal, regional, and statewide transportation plans and policies by collecting and maintaining a comprehensive set of traffic, demographic, land use, and spatial (GIS) data for use in transportation planning efforts. A primary goal of the data collection effort is to enumerate the impacts of local land use policies and development on the regional transportation network. During the collection and use of traffic and related demographic data, SNHPC will make every effort to avoid or minimize adverse impacts to low income and minority populations, and target outreach efforts toward minority and low-income populations.

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### **401 Traffic Counts**

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This task includes all activities related to the completion of the SNHPC regional traffic counting program. The SNHPC regional traffic counting program includes approximately 450 counts annually to support state Highway Performance Monitoring System (HPMS) reporting and the regional travel demand model.

FY 2020-FY 2021

Proposed Activities:

- Conducting short-term ATR counts at approximately 200 locations around the SNHPC region as necessary to support the NHDOT's Highway Performance Monitoring System (HPMS) reporting.
- Conducting short-term ATR counts at approximately 250 locations around the SNHPC region as necessary to support the continued development of the regional travel demand model.
- Performing quality control reviews, and reporting traffic count data to the NHDOT Bureau of Traffic and SNHPC municipalities.
- Meeting with SNHPC communities to review, establish, and verify traffic count locations.
- Completing locally-requested traffic counts at the request of SNHPC municipalities.

Products:

- Completed traffic counts, including raw data and summary reports.

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## **402 SADES Data Collection**

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This includes work related to the collection of data supporting the Statewide Asset Data Exchange System (SADES). SADES-related data collection includes culvert inventories at stream crossing locations, pedestrian infrastructure inventories, and Road Surface management System (RSMS) development.

### FY 2020-FY 2021

#### Proposed Activities:

- Collecting stream crossing culvert inventory data in support of statewide efforts being led by the NHGS/NHDES.
- Assisting communities in developing and implementing Road Surface Management Systems.
- Conducting a pilot project with a SNHPC municipality to collect pedestrian infrastructure inventory data utilizing the SADES framework.

#### Products:

- Completed stream crossing inventory data (approx.30 locations per year).
- Completed local Road Surface Management System (one municipality during the FY 2020-2021 UPWP).
- Completed pedestrian infrastructure inventory pilot project data (one municipality during the FY 2020-2021 UPWP).

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## **403 Geographic Information System**

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This task includes activities related to the development and maintenance of transportation-related spatial data layers and the MPO Geographic Information System (GIS).

### FY 2020-FY 2021

#### Proposed Activities:

- Completing transportation-related cartographic requests received from SNHPC municipalities and partner agencies.
- Developing transportation-related spatial data, including annually updated regional traffic count layers.
- Applying demographic, natural resource, and cultural resource spatial data to assess civil rights and environmental mitigation considerations in SNHPC regional transportation planning products.
- Completing transportation-related spatial data analyses at the request of SNHPC municipalities and partner agencies to quantify traffic patterns, crash history, level of service, level of delay, and other items.
- Integrating transportation-related spatial data into the network for the SNHPC travel demand model.
- Completing spatial data analyses to determine potential environmental justice areas in the SNHPC region.

Products:

- Completed maps and transportation-related cartographic products (approx. 24 maps per year).
- Updated transportation-related spatial data for the SNHPC region (as needed).
- Completed analyses identifying environmental justice areas in the SNHPC region (once every two years).

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## **404 Demographics**

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This task includes all activities related to the development, compilation, analysis, and reporting of demographic information to support the MPO transportation planning program and travel demand model. The objective of this task is to provide current and projected estimates of socioeconomic conditions in the region essential to the MPO transportation planning program.

### FY 2020-FY 2021

Proposed Activities:

- Collecting regional land use data through review of municipal building and occupancy permits. Site and subdivision plans will also be reviewed and supplemented by field verification.
- Completing a 20-year dwelling unit projection, in consultation with municipal planning boards and staff, for use in regional transportation planning activities.
- Developing cohort-component population projections for the region in consultation with the NHOEP and updating population estimates by Traffic Analysis Zone to ensure reasonableness.
- Maintaining employment projections for the region in consultation with the NHOEP and NHES.
- Coordinating the region's participation in activities related to the 2020 U.S. Census, including but not limited to, the Participant Statistical Areas Program (PSAP) and delineation/refinement of urbanized area boundaries.

Products:

- Updated Land Use Data for the SNHPC region (one completed update in two-year UPWP period).
- Updated Dwelling Unit Projections for the SNHPC region (one completed update in two-year UPWP period).
- Updated Population Projections for the SNHPC region (one completed update in two-year UPWP period).
- Updated Employment Projections for the SNHPC region (one completed update in two-year UPWP period).
- Documentation related to the SNHPC's participation in activities related to the 2020 U.S. Census.

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## **405 Equipment**

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This task includes all activities and direct expenses related to the procurement and maintenance of the equipment/software necessary to implement the MPO transportation planning program. All equipment purchased will be used specifically for transportation planning purposes, not for general use.

## FY 2020-FY 2021

### Proposed Activities:

- Procuring, maintaining, repairing, and/or replacing Automatic Traffic Recorders as necessary to support the SNHPC regional traffic counting program.
- Procuring, maintaining, repairing, and/or replacing Bicycle/Pedestrian Traffic Recorders as necessary to support the SNHPC bicycle/pedestrian counting program.
- Procuring supplies necessary to implement the SNHPC regional traffic counting program including, but not limited to, tubes, hardware, batteries, locks, chains, and mastic tape.
- Procuring and maintaining software necessary to complete the SNHPC regional traffic counting program including, but not limited to, traffic count processing software.
- Procuring and maintaining software necessary for the function of the SNHPC regional travel demand model, including GIS software.
- Procuring, maintaining, repairing, and/or replacing computers used exclusively by SNHPC transportation planning staff.
- Procuring and maintaining a subscription to NPMRDS analytics and enhanced data tools.

### Products:

- Equipment, software, and hardware necessary to implement the MPO transportation planning program (annual replacements of at least two traffic counters, annual update of transportation-related software licenses, and hardware replacement as needed).

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## **406 Transportation Model**

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This task includes activities related to the development and maintenance of the SNHPC regional travel demand model. During the FY 2020-2021 UPWP performance period, the SNHPC will maintain the regional travel demand model at a 2015 base year and 2045 horizon year. Additionally, SNHPC will continue including the towns of Bow, Pembroke, Allenstown, and Dunbarton in the model to ensure complete coverage of the Manchester Urbanized Area.

## FY 2020-FY 2021

### Proposed Activities:

- Maintain the SNHPC regional travel demand model with a 2015 base year and 2045 horizon year, and continue to include the towns of Bow, Pembroke, Allenstown, and Dunbarton in the model.
- Coordinate with other New Hampshire MPOs to consider ways to consolidate existing regional travel demand models into a unified model.

### Products:

- Maintained SNHPC regional travel demand model.

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## **407 Memberships, Subscriptions, and Professional Costs**

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This task includes costs related to the SNHPC's membership in transportation-related professional associations, subscriptions to transportation-related publications, and other transportation-related professional costs. For dues paid to outside organizations, direct UPWP participation shall only cover the transportation-related portion of membership costs.

### FY 2020-FY 2021

#### Proposed Activities:

- SNHPC membership in the Association of Metropolitan Planning Organizations (AMPO);
- SNHPC membership in the National Association of Regional Councils (NARC);
- SNHPC membership in the American Planning Association (APA);
- SNHPC membership in the New Hampshire Planners Association (NHPC);
- Other pertinent transportation-related memberships, subscriptions, and professional costs as approved by the NHDOT Bureau of Planning and Community Assistance.

#### Products:

- Documentation of transportation-related memberships, subscriptions, and professional costs (annually).

## **500 TECHNICAL ASSISTANCE AND SUPPORT**

The purpose of this category is to provide technical assistance and coordinate activities with municipalities, state agencies, federal agencies, other Regional Planning Commissions, local partner organizations, and transit agencies toward transportation planning goals and objectives.

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### **501 Local/Regional Assistance**

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This task includes activities related to the provision of technical assistance for transportation projects, plans, and initiatives developed by municipalities and regional partner agencies.

### FY 2020-FY 2021

#### Proposed Activities:

- Reviewing and providing comment letters on traffic impact analyses for site plans, subdivisions, and developments of regional impact at the request of SNHPC municipalities.
- Providing assistance to SNHPC municipalities and partner agencies in the development of project-level transportation-related grant applications.
- Providing technical assistance to municipalities in the SNHPC region in the development and implementation of Complete Streets “pop-up” planning pilot projects.
- Providing transportation-related training or updates to municipal staff and municipal boards/committees in the SNHPC region.

- Providing technical assistance to SNHPC municipalities and partner agencies on the development and implementation of complete streets projects and policies.
- Providing technical assistance to the General John Stark Scenic Byway Council, the Upper Lamprey Scenic Byway Council, and the Frost/Stagecoach Scenic Byway Council in the development and implementation of scenic byway projects.
- Completing studies of Local Trip Generation Rates to supplement the ITE Trip Generation Manual and develop a database of local trip generation data.
- Identifying and analyzing high-crash locations in the SNHPC Region, and assisting communities in pursuing Road Safety Audits (RSA) to demonstrate eligibility for Highway Safety Improvement Program (HSIP) funding.
- Soliciting, developing, and updating Signal Warrant Studies to evaluate un-signalized intersections throughout the SNHPC region. If signals are found to be warranted, preliminary signal timing plans including consideration of signal progression will be developed.
- Providing on-call transportation-related technical assistance to the SNHPC municipalities and partner agencies upon request.

Products:

- Completed comment letters on traffic impact analyses related to site plans, subdivisions, and developments of regional impact (approx. two developments of regional impact per year).
- Completed transportation-related grant applications for SNHPC municipalities and partner agencies (upon request).
- Documentation of training materials provided to municipal staff and boards/committees (upon request).
- Documentation of agendas, minutes, and other relevant materials for the General John Stark Scenic Byway Council, the Upper Lamprey Scenic Byway Council, and the Frost/Stagecoach Scenic Byway Council (minimum of four meetings per year).
- Completed Local Trip Generation Rate studies (up to four).
- Completed Signal Warrant Studies (up to two).

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## **502 Statewide Assistance**

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This task includes activities related to the provision of technical assistance for interregional or statewide transportation projects, plans, and initiatives.

### FY 2020-FY 2021

Proposed Activities:

- Participating on and providing technical assistance to the NHDOT Highway Safety Improvement Program (HSIP) Advisory Committee.
- Participating on and providing technical assistance to the I-93 Transportation Demand Management (TDM) Committee and other Incident Management Steering Committee.
- Participating on and providing technical assistance to the Alliance for Healthy Aging (AHA) Transportation Committee.
- Participating with the NHDOT and other Regional Planning Commissions on the development of an updated statewide Household Travel Survey.



- Participating on and providing technical assistance to the Complete Streets Coalition, Transport New Hampshire, and other interregional or statewide transportation advocacy groups.
- Providing analysis and testimony on transportation-related state legislation upon request, provided that there is no formal endorsement or opposition to legislation.
- Coordinating statewide Scenic Byway technical assistance and volunteer recruitment efforts and convening periodic statewide Scenic Byway forums.
- Coordinating on transportation issues of statewide significance with other Regional Planning Commissions through monthly RPC Executive Directors meetings.
- Reviewing reports, guidebooks, proposed rulemakings, and other state and federal transportation planning policy documents.
- Providing technical assistance to the NHDOT, NHDES, FHWA, FTA, or other state or federal transportation agencies upon request.
- Continuing participation in the Partnering for Performance NH workgroup to coordinate on the incorporation of performance measures into the metropolitan planning process.

Products:

- Documentation of agendas, minutes, and other relevant materials for the NHDOT Highway Safety Improvement Program (HSIP) Advisory Committee (approx. 12 meetings per year).
- Documentation of agendas, minutes, and other relevant materials for the I-93 Transportation Demand Management (TDM) Committee (schedule dependent on NHDOT).
- Documentation of agendas, minutes, and other relevant materials for the Alliance for Healthy Aging (AHA) Transportation Committee (approx. 12 meetings per year).
- Documentation of agendas, minutes, and other relevant materials for the Complete Streets Coalition, Transport New Hampshire, statewide Scenic Byway collaborations, and other interregional or statewide transportation advocacy groups (approx. six meetings per year).
- Documentation of agendas, minutes, and other relevant materials for the RPC Executive Directors meetings (approx. 12 meetings per year).
- Documentation of Partnering for Performance NH agendas, minutes, and other relevant meeting materials (12 per year).

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### **503 Local Public Agency Program Support**

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This task includes activities related to the provision of technical assistance for SNHPC municipalities and partner agencies to apply for and manage Local Public Agency (LPA) projects. This task also includes the SNHPC's role in evaluating and prioritizing regional LPA project applications.

#### FY 2020-FY 2021

Proposed Activities:

- Providing staffing assistance to SNHPC municipalities and partner agencies in developing project applications for the Transportation Alternatives (TAP), Congestion Mitigation and Air Quality (CMAQ), Highway Safety Improvement Program (HSIP), and other applicable programs.
- Conducting the regional process to review, evaluate, and prioritize LPA project applications for the TAP and CMAQ programs.

Products:

- Documentation of LPA project applications from SNHPC communities and regional partner agencies (approx. four applications per program solicitation).
- Program of prioritized TAP and CMAQ projects for the SNHPC region, and documentation of the regional evaluation and prioritization process (once per program solicitation).

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## **504 Special Projects**

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This task includes activities related to special transportation projects in the SNHPC region undertaken with the approval of the NHDOT Bureau of Planning and Community Assistance.

### FY 2020-FY 2021

Proposed Activities:

- Organizing and completing special transportation projects in the SNHPC region undertaken with the approval of the NHDOT Bureau of Planning and Community Assistance. Such projects may include, but not be limited to, the following:
  - Assisting municipalities in updating their Master Plan transportation chapters.
  - Updating transportation-related elements of the Regional Housing Needs Assessment.
  - Providing MS4 technical assistance to municipalities for transportation-related stormwater issues.
  - Scoping, developing, and updating local transportation studies, including but not limited to, access management plans and corridor studies at the request of SNHPC municipalities and partner agencies.

Products:

- Documentation and final reports for approved and completed special transportation projects.

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## **505 Regional Coordinating Councils**

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This task includes activities related to the staffing and administration of designated Regional Transportation Coordinating Councils (RCCs) within the SNHPC region. This task also includes the development and maintenance of the Region 8 and Region 9 Transportation Coordination Plans.

### FY 2020-FY 2021

Proposed Activities:

- Preparing for and participating in bi-monthly meetings of the Region 8 Coordinating Council (Greater Manchester), including the distribution of meeting notices, agendas, staff reports, minutes, and presentations.
- Preparing for and participating in bi-monthly meetings of the Region 9 Coordinating Council (Greater Derry/Salem), including the distribution of meeting notices, agendas, staff reports, minutes, and presentations.

- Coordinating Section 5310 lead agency activities in Region 8 as designated by the Regional Coordinating Councils.
- Evaluating and preparing any necessary updates to the Region 8 and Region 9 Transportation Coordination Plans.
- Preparing for and participating in monthly meetings of the State Coordinating Council for Community Transportation.

Products:

- Documentation of agendas, minutes, and other relevant materials related to the Region 8 and Region 9 Coordinating Councils (approx. six meetings of the Region 8 RCC per year and six meetings of the Region 9 RCC per year).
- Completion of Section 5310 reporting for the Region 8 Coordinating Council (monthly).
- Updated Region 8 and Region 9 Transportation Coordination Plans (once during FY 2020-2021 UPWP period).
- Documentation of agendas, minutes, and other relevant materials for the State Coordinating Council for Community Transportation (12 meetings per year).

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## **506 Transit Assistance**

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This task includes activities related to the provision of technical assistance to public transportation providers and the completion of short-range transit planning. In the SNHPC region, the Manchester Transit Authority (MTA) provides fixed-route bus services as well as a complementary paratransit program for those individuals unable to use fixed-route services. Additionally, the Cooperative Alliance for Regional Transportation (CART) provides demand response transportation to a five-town town service area including Chester, Derry, and Londonderry in the SNHPC region.

### FY 2020-FY 2021

Proposed Activities:

- Preparing for and participating in monthly meetings of the CART Board of Directors and CART Executive Committee.
- Participating in monthly meetings of the MTA Commission.
- Participating on and providing technical assistance to the NH Transportation Council and its Committees.
- Providing technical assistance to MTA and CART related to the evaluation and reporting of transit performance measures.
- Providing technical assistance to MTA and CART in completing regular updates of their Short-Range Transit Plans as needed.
- Providing capital and financial planning assistance to MTA and CART upon request.
- Providing route mapping and other cartographic assistance to MTA and CART upon request.
- Providing technical assistance to MTA and CART in the development of grant applications for capital and operating funding.
- Providing planning-related technical assistance to MTA and CART upon request.

Products:

- Documentation of agendas, minutes, and other relevant materials for the CART Board of Directors and CART Executive Committee (approx. 12 meetings of the CART Board per year and six meetings of the CART Executive Committee per year).
- Documentation of agendas, minutes, and other relevant materials for the MTA Commission (approx. 12 meetings per year).
- Documentation of agendas, minutes, and other relevant materials for the NH Transportation Council (approx. 4 meetings per year).
- Completed evaluation and reporting on transit performance measures in the SNHPC region (once every two years).
- Updated Short-Range Transit Plans for MTA and/or CART (once during FY 2020-2021 UPWP period).
- Updated capital and financial plans for MTA and/or CART (once every two years).
- Updated route maps for MTA and CART (as requested by the providers).
- Completed grant applications for capital and operating funding for MTA and CART (annually).

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## **507 Transportation Demand Management (TDM)**

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The SNHPC participates in the CommuteSmart NH Planning and Statewide Coordination program as detailed in Appendix B of this UPWP. The majority of the SNHPC's TDM activities over the FY 2020-2021 period will occur as part of that program. Task 507 is established as a long-term commitment to continuing the work of the CommuteSmart NH Planning and Statewide Coordination program even though it is largely a placeholder in this UPWP. The SNHPC, under this task, may conduct some data collection and analysis tasks related to TDM that fall outside of the purview of the CommuteSmart NH program.

### FY 2020-FY 2021

Proposed Activities:

- Conducting TDM-related data collection and analysis that support the reduction of single-occupant vehicle use. These may include surveys of employers or the general public, analysis of ACS data and calculation of VMT and associated savings from implementation of employee incentives.
- Participating in any regional Transportation Management Association (TMA) serving the SNHPC region that may emerge from the efforts of the CommuteSmart NH program.

Products:

- Documentation and final reports for any TDM-related data collection and analysis that support the reduction of single-occupant vehicle use.
- Documentation of agendas, minutes, and other relevant materials related to the SNHPC's participation in a regional Transportation Management Association.

## APPENDIX A- UPWP FINANCIAL SUMMARY

	FY 2020-2021 UPWP Tasks	FY 2020-2021 UPWP Budget						
		SNHPC Hours	SNHPC Labor	SNHPC Direct Expenses	Federal Share (80%)	NHDOT Match (10% Toll Credits)	SNHPC Match (10% Cash)	Total
CATEGORY 100	101 - Invoices & Accounting	960	\$76,800	\$0	\$61,440	\$7,680	\$7,680	\$76,800
	102 - Program Administration	1224	\$97,920	\$650	\$78,856	\$9,857	\$9,857	\$98,570
	103 - Training	240	\$19,200	\$11,250	\$24,360	\$3,045	\$3,045	\$30,450
	104 - ICR Adjustments	0	\$0	\$0	\$0	\$0	\$0	\$0
	105 - Performance Based Planning	0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>CATEGORY 100 SUBTOTAL</b>	<b>2,424</b>	<b>\$193,920</b>	<b>\$11,900</b>	<b>\$164,656</b>	<b>\$20,582</b>	<b>\$20,582</b>	<b>\$205,820</b>
CATEGORY 200	201 - Ten-Year Plan (TYP)	460	\$36,800	\$550	\$29,880	\$3,735	\$3,735	\$37,350
	202 - Planning & Environmental Linkages	360	\$28,800	\$500	\$23,440	\$2,930	\$2,930	\$29,300
	203 - Transportation Planners Collaborative	48	\$3,840	\$100	\$3,152	\$394	\$394	\$3,940
	204 - Interagency Consultation	96	\$7,680	\$125	\$6,244	\$781	\$781	\$7,805
	205 - Transportation Improvement Program	720	\$57,600	\$1,100	\$46,960	\$5,870	\$5,870	\$58,700
	206 - Congestion Management Process	440	\$35,200	\$0	\$28,160	\$3,520	\$3,520	\$35,200
	207 - Intelligent Transportation Systems	320	\$25,600	\$200	\$20,640	\$2,580	\$2,580	\$25,800
	208 - Metropolitan Transportation Plan	1240	\$99,200	\$500	\$79,760	\$9,970	\$9,970	\$99,700
	209 - Transportation Air Quality Conformity	40	\$3,200	\$0	\$2,560	\$320	\$320	\$3,200
	210 - State Long-Range Transportation Plan	30	\$2,400	\$100	\$2,000	\$250	\$250	\$2,500
	211 - Bicycle/Pedestrian Planning	900	\$72,000	\$365	\$57,892	\$7,237	\$7,237	\$72,365
	212 - Freight Planning	40	\$3,200	\$0	\$2,560	\$320	\$320	\$3,200
	<b>CATEGORY 200 SUBTOTAL</b>	<b>4,694</b>	<b>\$375,520</b>	<b>\$3,540</b>	<b>\$303,248</b>	<b>\$37,906</b>	<b>\$37,906</b>	<b>\$379,060</b>
CATEGORY 300	301 - Technical Advisory Committee	800	\$64,000	\$100	\$51,280	\$6,410	\$6,410	\$64,100
	302 - Planning Commissions/Committee Meetings	220	\$17,600	\$50	\$14,120	\$1,765	\$1,765	\$17,650
	303 - Public Involvement Plan	240	\$19,200	\$275	\$15,580	\$1,948	\$1,948	\$19,475
	304 - Public Outreach	880	\$70,400	\$1,000	\$57,120	\$7,140	\$7,140	\$71,400
	305 - Policy Committee	760	\$60,800	\$425	\$48,980	\$6,123	\$6,123	\$61,225
	306 - VACANT	0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>CATEGORY 300 SUBTOTAL</b>	<b>2,900</b>	<b>\$232,000</b>	<b>\$1,850</b>	<b>\$187,080</b>	<b>\$23,385</b>	<b>\$23,385</b>	<b>\$233,850</b>
CATEGORY 400	401 - Traffic Counts	1640	\$131,200	\$2,600	\$107,040	\$13,380	\$13,380	\$133,800
	402 - SADES Data Collection	700	\$56,000	\$1,000	\$45,600	\$5,700	\$5,700	\$57,000
	403 - Geographic Information System	480	\$38,400	\$0	\$30,720	\$3,840	\$3,840	\$38,400
	404 - Demographics	400	\$32,000	\$3,500	\$28,400	\$3,550	\$3,550	\$35,500
	405 - Equipment	80	\$6,400	\$40,000	\$37,120	\$4,640	\$4,640	\$46,400
	406 - Transportation Model	780	\$62,400	\$0	\$49,920	\$6,240	\$6,240	\$62,400
	407 - Memberships, Subscriptions, and Professional Costs	0	\$0	\$7,000	\$5,600	\$700	\$700	\$7,000
	<b>CATEGORY 400 SUBTOTAL</b>	<b>4,080</b>	<b>\$326,400</b>	<b>\$54,100</b>	<b>\$304,400</b>	<b>\$38,050</b>	<b>\$38,050</b>	<b>\$380,500</b>
CATEGORY 500	501 - Local & Regional Assistance	2880	\$230,400	\$2,800	\$186,560	\$23,320	\$23,320	\$233,200
	502 - Statewide Assistance	1400	\$112,000	\$2,000	\$91,200	\$11,400	\$11,400	\$114,000
	503 - Local Public Agency Program Support	200	\$16,000	\$100	\$12,880	\$1,610	\$1,610	\$16,100
	504 - Special Projects	1160	\$92,800	\$2,450	\$76,200	\$9,525	\$9,525	\$95,250
	504A- On-call Engineering	0	\$0	\$75,000	\$60,000	\$7,500	\$7,500	\$75,000
	505 - Regional Coordinating Councils	800	\$64,000	\$700	\$51,760	\$6,470	\$6,470	\$64,700
	506 - Transit Assistance	780	\$62,400	\$200	\$50,080	\$6,260	\$6,260	\$62,600
	507 - Transportation Demand Management	40	\$3,200	\$0	\$2,560	\$320	\$320	\$3,200
<b>CATEGORY 500 SUBTOTAL</b>	<b>7,260</b>	<b>\$580,800</b>	<b>\$83,250</b>	<b>\$531,240</b>	<b>\$66,405</b>	<b>\$66,405</b>	<b>\$664,050</b>	
<b>TOTAL</b>	<b>21,358</b>	<b>\$1,708,640</b>	<b>\$154,640</b>	<b>\$1,490,624</b>	<b>\$186,328</b>	<b>\$186,328</b>	<b>\$1,863,280</b>	

## APPENDIX B- OTHER FEDERALLY-FUNDED OR REGIONALLY-SIGNIFICANT PLANNING PROJECTS

The Southern New Hampshire Planning Commission is engaged in a number of federally-funded transportation planning efforts that are not funded with metropolitan transportation planning funds. This section of the UPWP contains a listing of federally-funded transportation planning efforts that are anticipated to occur during the performance period of the FY 2020–2021 UPWP. This section may be amended as necessary to include additional planning studies.

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### **B-1 CTAP Phase 3- Manchester TOD Planning**

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#### Funding Sources:

- National Highway Performance Program (80% Federal Share)
- City of Manchester and Project Partners (20% Local Share)

#### Project Cost:

- \$250,000 (\$200,000 Federal and \$50,000 Local)

#### Project Summary:

This Community Technical Assistance Program (CTAP) Phase 3 project will fund a Transit-oriented Development (TOD) Plan for a portion of the City of Manchester bounded by Granite Street to the north, Queen City Avenue to the south, Second Street to the West, and Elm Street to the East.

#### Scope of Work:

The scope of work for this project includes four categories of tasks as detailed below.

##### *Category 1- Project Administration*

- Financial Administration and Project Reporting
- Administration of Qualifications-based Selection process
- Oversight of project consultant(s) and Coordination with NHDOT

##### *Category 2- Public Engagement*

- Development of Interactive Project Website
- Key Stakeholder Interviews
- Organization and Facilitation of a Design Charrette for the Transit-oriented Development Study Area
- Organization and Facilitation of a Series of Public Meetings, Municipal Board Presentations, and Community Partner Organizations to Solicit Input on the Development of the TOD Plan and Feedback on the Draft TOD Plan

##### *Category 3- TOD Planning*

- Development of Existing Conditions Profile of the Study Area
- Evaluation of Existing Transit Services and Potential Future Transit Service Expansions in the Study Area

- Evaluation of Existing Bicycle/Pedestrian Infrastructure and Potential Future Bicycle/Pedestrian Infrastructure Connectivity in the Study Area
- Assessment of Environmental and Historic Resource Constraints to Development in the Study Area
- Development of Urban Design and Land Use Plan Scenarios for the Study Area Based on Public/Stakeholder Feedback
- Development of Parking and Internal Circulation Plan Scenarios for the Study Area Based on Public/Stakeholder Feedback
- Identification of Preferred Urban Design, Land Use, Parking, and Internal Circulation Plan for Implementation
- Determination of Capital Improvements Necessary to Implement the Plan
- Development of a Financial Plan for Implementation
- Identification of Municipal Land Use Regulation Changes (if any) Needed to Implement the TOD

*Category 4- Project Completion*

- Completion and Publication of the TOD Plan for the Study Area
- Coordination of Project Closeout with NHDOT

Timeframe:

- This project began in January 2019 and will end on December 31, 2020.

**B-2 CTAP Phase 3- Statewide TDM Planning**

Funding Sources:

- National Highway Performance Program (Federal)
- NH Office of Strategic Initiatives (State)
- SNHPC and Project Partners (Local)

Project Cost:

- \$57,100 (\$48,015 Federal/State and \$9,085 Local)

Project Summary:

As part of a statewide consortium, the SNHPC will undertake Transportation Demand Management Services, participate in future CommuteSmart NH planning activities, participate in regional and statewide events such as Bike to Work and Bike to School week, and work to improve the use and recognition of existing or new NH Rideshare software.

Scope of Work:

The scope of work for this project includes the following tasks:

- Assist employers and employees in signing up for ride-matching services and provide follow-up services as needed/requested;
- Conduct employer site assessments to develop and implement strategies on improving employer and employee transportation options;

- Provide geocoding, mapping and survey services to assist employers to manage parking and traffic and connect employees to services;
- Provide trip planning assistance to employees;
- Assist employers with establishing preferred parking, transit pass, parking cash out, alternative/flex scheduling and tax benefit programs for employees;
- Assist employers and employees in establishing and growing vanpool programs;
- Conduct park and ride and bike/pedestrian counts to identify and track trends; and
- Develop/support and promote emergency ride home programs.

Timeframe:

- This project began in January 2019 and will end on December 31, 2021.

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### **B-3 Bicycle Level of Traffic Stress Study**

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Funding Sources:

- FHWA Measuring Multimodal Network Connectivity Pilot Program (Federal)
- SNHPC and Project Partners (Local)

Project Cost:

- \$18,662 (\$14,675 Federal/State and \$3,987 Local)

Project Summary:

As part of an inter-regional consortium, the SNHPC will work with New Hampshire's Metropolitan Planning Organizations (MPOs) through further development and refinement of a shared model for evaluating Bicycle Level of Traffic Stress (LTS); collection and compilation of supplemental road attribute data in five planning regions; development of one or more shared transportation system performance measures based on LTS; and incorporation of that measure/those measures in project development and project prioritization.

Scope of Work:

The following deliverables will be developed through this project:

- Baseline data for calculating LTS for RPC, SRPC, NRPC, SNHPC and CNHRPC regions;
- Refined version of Plymouth State University's Level of Traffic Stress (LTS) model;
- Network connectivity analyses using LTS for each MPO/RPC region and plus selected town/city centers;
- Adoption by all five agencies of one or more shared LTS-based system performance measures and incorporation of measure(s) in LRTP.

Timeframe:

- This project is expected to begin in February 2019 and will end on December 31, 2019.



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**B-4 Region 8 Coordinating Council - FY 2020 Section 5310 Lead Agency**

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Funding Sources:

- FTA Section 5310 Program (80% Federal Share)
- Manchester Transit Authority, Easter Seals, and Project Partners (20% Local Share)

Project Cost:

- \$299,560 (\$239,648 Federal and \$59,912 Local)

Project Summary:

The project involves the provision of demand response transportation services for senior citizens and persons with disabilities from the towns of Bedford, Goffstown, Hooksett and other Region 8 Coordinating Council municipalities to essential service and non-emergency medical destinations in the Greater Manchester area. At the request of the Region 8 Coordinating Council, the SNHPC serves as the designated lead agency for the administration of Section 5310 funding on behalf of the Council.

Scope of Work:

- Provision of “Shopper Shuttle” demand response transportation service in Manchester, Bedford, and Goffstown operated by the Manchester Transit Authority.
- Provision of community-wide demand response transportation service three days per week in Goffstown operated by the Manchester Transit Authority.
- Provision of community-wide demand response transportation service two days per week in Hooksett operated by the Manchester Transit Authority.
- Operation of a call center and demand response service coordination/dispatching system provided by Easter Seals of New Hampshire.
- Coordination of a volunteer driver recruitment and oversight program provided by the Catholic Charities of New Hampshire d/b/a The CareGivers.

Timeframe:

- This project is anticipated to begin on or about July 1, 2019 and end on or about June 30, 2020.