

MEMORANDUM OF UNDERSTANDING
by and between the
NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION
and the
NASHUA REGIONAL PLANNING COMMISSION METROPOLITAN PLANNING
ORGANIZATION
and the
ROCKINGHAM PLANNING COMMISSION METROPOLITAN PLANNING
ORGANIZATION
and the
SOUTHERN NEW HAMPSHIRE PLANNING COMMISSION METROPOLITAN
PLANNING ORGANIZATION
and the
STRAFFORD REGIONAL PLANNING COMMISSION METROPOLITAN PLANNING
ORGANIZATION
concerning the
FEDERAL CERTIFICATION REQUIREMENTS for METROPOLITAN PLANNING
ORGANIZATIONS

WHEREAS, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) jointly recommended that a written agreement be established between the Nashua Regional Planning Commission Metropolitan Planning Organization (Nashua MPO), Rockingham Planning Commission MPO (Rockingham MPO), Southern New Hampshire Planning Commission (Southern NH MPO), Strafford Regional Planning Commission (Strafford MPO) and the New Hampshire Department of Transportation (NHDOT) to clearly identify the roles and responsibilities for cooperatively carrying out transportation planning and programming in a comprehensive, continuous manner as required under 23 USC 134 and Section 5303 of the Federal Transit Act, as amended; and

WHEREAS, the State of New Hampshire, through its Department of Transportation, has statutory responsibility to serve as the principal source of transportation planning in certain non-metropolitan regions of the state and provides statewide and metropolitan transportation planning and programming stewardship and oversight functions for the State of New Hampshire; and

WHEREAS, all communities in an urbanized area with a population greater than 50,000 are required to be considered in the metropolitan planning process; and

WHEREAS, any community that is within a metropolitan urbanized area, but outside of the planning area of the respective MPO, must have representation in the metropolitan planning process; and

WHEREAS, the Governor of New Hampshire and local communities within the Nashua, Manchester, Portsmouth, Dover-Rochester, and Boston urbanized areas (hereinafter referred to as the Urbanized Areas), through their authorized representatives, have designated the Nashua MPO, Rockingham MPO, Southern NH MPO, and Strafford MPO to carry out metropolitan transportation planning activities for the Urbanized Areas; and

WHEREAS, the FHWA has established performance measures that require the Nashua MPO, Rockingham MPO, Southern NH MPO, Strafford MPO, and NHDOT to coordinate on the establishment of targets to the maximum extent practicable through 23 CFR 490; and

WHEREAS, there are significant data-sharing needs for the establishment of these performance targets; and

WHEREAS, all parties to this agreement participate in the continuing, comprehensive, and cooperative (3C) transportation planning process carried out by the MPOs; and

WHEREAS, each MPO must establish and maintain a memorandum of understanding with transit providers serving their respective metropolitan planning areas; and

WHEREAS, all parties agree that they will coordinate with each other to ensure consistency and transparency among their respective transportation planning policies and programs.

NOW THEREFORE, this MOU memorializes each signatory's commitment to coordinate and promote sound transportation planning as follows:

General Agreement

1. All parties will ensure the mutual exchange of information and expertise and the transmittal for review of all pertinent transportation planning documents including maps.
2. All parties will ensure notification of, and participation in, meetings concerned with matters of mutual interest including cooperation and consultation on plans and programs. If inconsistencies or conflicts arise, the affected parties shall meet and employ their best efforts to develop a satisfactory resolution.
3. The staffs of NH MPOs with adjoining borders agree to meet at least once each year to consult on projects, plans, studies, and other transportation issues of mutual interest and potential impact.
4. The Nashua MPO is responsible for the Metropolitan Transportation Planning Process in the Transportation Management Area that is the Nashua Urbanized Area (UZA) and has programming authority over Transportation Alternatives Program (TAP) and Surface Transportation Block Grant (STBG) funds in the Nashua UZA.
5. The NHDOT, Rockingham MPO, Southern NH MPO, and Nashua MPO cooperatively participate in the Metropolitan Transportation Planning Process for communities in the Boston UZA Transportation Management Area. Some Massachusetts organizations are part of the Boston UZA, and NHDOT, Rockingham MPO, Southern NH MPO and Nashua MPO will continue to strive to cooperate, coordinate, collaborate, and share information with their respective partners in Massachusetts. An example would be to do so for the development and implementation of Congestion Management Processes (CMPs) for cross-border highway or transit corridor facilities.
6. Surface Transportation Block Grant Funds for population areas greater than 200,000 within the Nashua and Boston UZAs will be sub allocated to the respective RPCs for the programming of eligible projects in the NH Ten Year Transportation Plan based on the approach described in Appendix A.1. and A.2.
7. The Transportation Alternatives funding for populations over 200,000 will be awarded through the Statewide application & award process in cooperation with RPCs within the Nashua and Boston UZAs as outlined in Appendix A.1. and A.2.
8. In the interest of effective performance-based planning and programming, all parties shall seek to ensure that the transit agencies; local, regional, and statewide stakeholders; and partners are active participants in the development of performance goals, measures, targets, and reporting and shall seek to align their goals, objectives, measures, and targets.
9. The relevant parties will agree to the process for sharing information, coordinating the selection of performance targets, and reporting of these targets through the processes specified in sub-agreements specific to the topics covered by the performance measures in Appendix C of this document.

10. All parties will comply with applicable sub-agreements included in Appendix A, Appendix B, and Appendix C of this document.

MPO Responsibilities

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 long-range Metropolitan Transportation Plans for the MPOs' planning areas, 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, in cooperation with NHDOT and transit providers, which shall conform to all applicable federal requirements and shall cover a period of four years.
3. Coordinating the development of the transportation plans and the development of 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 that may be required.
4. Assessing, if necessary, the air quality conformity of the metropolitan area transportation plans and TIPs with the SIP.
5. Preparing, in cooperation with NHDOT and the transit providers, biennial Unified Planning Work Programs (UPWPs), which shall identify 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 MOU.
6. Providing a forum for cooperative transportation planning and decision making, including establishing public involvement processes that a) ensure opportunities for the 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 and b) satisfy FTA requirements under 49 USC Section 5307 for public participation in the development of the Annual Program of Projects (POP) for local and regional transit providers and the NHDOT.
7. Considering and implementing planning guidance from NHDOT, FHWA, and FTA to the fullest extent consistent with local and regional goals, federal requirements, and available funding.
8. Developing data, assumptions, criteria, methodology, and analyses in a timely manner to support NHDOT and other MPO participants, when requested.
9. Providing NHDOT and transit providers with copies of all transportation plans, programs, and relevant work products produced under the UPWP contract and all resolutions concerning their adoption or endorsement.
10. Providing NHDOT with a self-certification, to coincide with the S/TIP update, that the MPOs' transportation planning processes conform to all applicable federal requirements pursuant to 23 CFR 450.
11. Establishing, in cooperation with NHDOT and FHWA, the functional classification of roadways and assisting with updates of the National Highway System route designations within the metropolitan areas.
12. Conducting studies and travel demand model analyses relative to the highway network and proposed alternative transit services.
13. Preparing and updating Coordinated Public Transit Human Service Transportation plans in compliance with the federal transportation planning requirement.
14. Preparing Public Participation Plans, Intelligent Transportation System Plans, and Congestion Management Processes in compliance with federal transportation planning requirements.
15. Preparing MPO Performance Reports and Annual Lists of Obligated Projects for submittal to NHDOT, FHWA, and FTA.

In addition, each MPO agrees to the following:

1. Each MPO shall notify the adjoining MPO(s) of, and invite the other MPO(s) to, its meetings and shall notify the adjoining MPO(s) of specific actions it undertakes as part of its Public Participation Program.
2. Each MPO agrees to cooperate and actively contribute to the development of performance measures and targets related to regional and statewide performance-based planning frameworks, according to 23 USC 119, 134–135, and 148–150.
3. Each MPO agrees to cooperate in the project selection process and in the establishment of performance measures and targets for plans and programs.
4. Each MPO agrees to share Travel Demand Model Data as well as GIS and transportation data along common boundaries for the purposes of calibration and other applications.

NHDOT Responsibilities

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 financial aid and technical assistance for their transportation planning activities and providing regional revenue forecasts for the development of financially constrained MPO TIPs and long-range metropolitan transportation plans.
2. Providing information about the proposed programming of state and federal financial aid for metropolitan transportation improvements and services that fall under state or local programming jurisdiction in sufficient detail to meet financial constraint requirements under 23 CFR 450, including specific allocations for the New Hampshire portion of the Boston MA-NH Urbanized Area and the Nashua NH Urbanized Area. This includes annual disclosure to the MPO of the proposed programming of STBG and TAP funds apportioned for Urbanized Areas with populations exceeding 200,000.
3. Providing information on the Annual List of Obligated Projects for each MPO.
4. Informing the MPOs of federal or state statutes, policies, regulations, and guidelines that bear upon metropolitan 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 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 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 transit providers.
9. Using the MPO transportation plans as a guide in statewide planning and programming activities.
10. Soliciting the involvement of the MPOs, as appropriate, in any major study to be undertaken by NHDOT in any MPO study area.
11. Forwarding the MPO TIPs to the Governor for approval.
12. Participating in the 3C process, MPO Technical Advisory Committees (TACs), Policy Committees, and Interagency Consultation—including providing to the MPOs, as they develop their TIPs and long-range plans, information regarding NHDOT priorities for transportation improvements in sufficient detail to inform MPO action on TIP amendments.
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 transit providers.
14. Coordinating the Ten Year Project Selection Process and preparing the Ten Year Transportation Improvement Plan pursuant to NH RSA 228:99 and NH RSA 240.

15. 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.
16. Monitoring the MPOs' transportation planning processes to ensure compatibility with state and USDOT programs and objectives and to ensure compliance with applicable federal requirements.
17. Seeking the MPOs' input on the development and periodic updates of the National Highway System route designations and on the functional classification of roadways within the urban area.
18. 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 involvement processes.

Funding and Payment

1. Funding levels for the continuing metropolitan transportation planning process shall result from the mutually approved MPO Planning Funds (PL) and Section 5303 formulas and will be reviewed and agreed to by NHDOT and the MPOs biennially in conjunction with the preparation, review, and approval of the UPWPs.
2. Upon the inclusion of the MPOs' and transit providers' 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 biennial contracts.
3. All costs incurred during the progress of the metropolitan transportation planning work activities under this MOU 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.
4. The USDOT share of program funding administered by NHDOT, together with any NHDOT share, will be made available to the MPOs following the receipt of properly executed contracts and documented, supported, and completed invoices and a detailed status of expenditures reports in a format compatible with the approved UPWPs.
5. Progress reports containing a narrative and financial accounting of the work accomplished to date shall be furnished by the MPOs to NHDOT monthly. An Annual MPO Performance Report shall be provided to NHDOT within 90 days after the end of the fiscal year. The mid-term UPWP contract review may be used as the annual performance report. NHDOT will provide timely reimbursements of eligible charges; however, it may withhold or delay approval of invoices from an MPO that fails to submit progress reports or scheduled products in timely and satisfactory manner.

Scope of Work and Geographic Area

1. It is the intent of this MOU that the metropolitan transportation planning process appropriately address any Planning Emphasis Areas issued by FHWA and FTA and the planning factors identified under 23 U.S.C. 134 and that the statewide transportation planning process appropriately address the same factors identified in 23 U.S.C. 135.
2. The cooperative metropolitan transportation planning process shall be carried out in accordance with the UPWPs approved by the MPOs, NHDOT, and USDOT, in consultation with appropriate transportation providers.

3. The UPWPs shall set forth a description of the specific metropolitan transportation planning activities and products anticipated to be completed. Responsibilities for the following planning activities shall be identified in the UPWPs, where applicable:
 - a. Preparing technical and other reports to ensure documentation of the development, refinement, and updating of the transportation and transit plans, and
 - b. Conducting detailed corridor, subarea, or transit studies to evaluate major transportation or transit needs, investment alternatives, and their social, economic, and environmental impacts pursuant to 23 CFR 450.
4. After the UPWPs adopted by the MPOs have been approved by NHDOT and by the USDOT funding agencies, NHDOT shall issue written authorization for the MPOs to proceed with the UPWPs in accordance with the terms and conditions of their approval. UPWPs may be amended during the course of the contract upon written request of the MPOs, subject to (1) the concurrence of NHDOT and the USDOT funding agencies and (2) the availability of funding, if applicable.
5. The cooperative metropolitan 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 agreements between the Governor and the MPOs.

Organization/Administration

1. The governing bodies of the MPOs shall appoint and maintain such policy, citizen, or technical advisory committees as deemed appropriate to effectively carry out the comprehensive transportation planning process under this MOU. NHDOT and transit providers shall be represented on all technical advisory committees and MPO Policy Committees.
2. 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 the 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 2 CFR 200 (Supercircular) as supplemented by FHWA & FTA Circular 4220.1F and any changes or revisions thereto and by other applicable guidance FTA or FHWA may issue.

Effective Date, Duration and Termination

1. This MOU shall become effective upon execution by NHDOT and the MPOs, and it shall remain in force until terminated or superseded by a new agreement.
2. This MOU may be amended periodically 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. Changes in a community's affiliation with a specific RPC shall not invalidate this agreement or necessitate its amendment so long as the community continues to be represented in the MPO process. NHDOT or the MPOs may terminate this MOU by giving 60 days' written notice of such termination to the other parties. In the event of termination, the MPOs will be entitled to receive just and equitable compensation for any satisfactory work completed under this MOU to the effective date of such termination.

ACRONYMNS

3Cs	Federally mandated Continuing, Comprehensive, and Cooperative metropolitan transportation planning process
CART.....	Cooperative Alliance for Regional Transportation
CFR.....	Code of Federal Regulations
CMP	Congestion Management Process
CMP	Corridor Management Plan
COAST.....	Cooperative Alliance for Seacoast Transportation
FAST Act.....	Fixing America’s Surface Transportation Act of 2015
FHWA.....	Federal Highway Administration
FTA.....	Federal Transit Administration
	FTA Section 5305 – Metropolitan Planning Funding
	FTA Section 5307 – Urban Formula Funding
	FTA Section 5310 – Elderly & Disabled Mobility Funding
	FTA Section 5339 – Bus & Bus Facilities Funding
GIS	Geographic Information System
L RTP	Long Range Transportation Plan
MOU	Memorandum of Understanding
MPO.....	Metropolitan Planning Organization - federally mandated organizations that carry out transportation planning in urbanized areas
MTA.....	Manchester Transit Authority
NAAQS	National Ambient Air Quality Standards
NHDES.....	New Hampshire Department of Environmental Services
NHDOS.....	New Hampshire Department of Safety
NHDOT.....	New Hampshire Department of Transportation
NRPC.....	Nashua Regional Planning Commission
NTS.....	Nashua Transit System
PL	MPO Planning Funds administered by FHWA
RPAs/RPCs	Regional Planning Agencies/Regional Planning Commissions
RPC	Rockingham Planning Commission
SIP	State Implementation Plan (for Air Quality Conformity)
SNHPC.....	Southern New Hampshire Planning Commission (Manchester area)
SNHPC.....	Southern New Hampshire Planning Commission
SPR.....	State Planning & Research
SRPC.....	Strafford Regional Planning Commission
STIP	State Transportation Improvement Program
STBG	Surface Transportation Block Grant Program
TAC	Technical Advisory Committee
TAM	Transit Asset Management
TAP.....	Transportation Alternatives Program
TIP.....	Transportation Improvement Program
TMA	Transportation Management Area (an urbanized area over 200K population the MPO has special project programming authority)
UNH.....	University of New Hampshire
UPWP.....	Unified Planning Work Program
UZA/UA.....	Urbanized Area

REFERENCES

23 U.S.C. 134 and Section 5303 of the Federal Transit Act

23 CFR 450

49 U.S.C. Section 5307

23 U.S.C. 119, 134–135, 148–150

23 U.S.C. 303

23 U.S.C. 135

NH RSA 228:99 and NH RSA 240

23 U.S.C. 134

APPENDICES

- A. UZA SUB-AGREEMENTS
 - A.1. SUB-AGREEMENT REGARDING THE NASHUA UZA
 - A.2. SUB-AGREEMENT REGARDING THE BOSTON UZA
 - A.3. SUB-AGREEMENT REGARDING THE PORTSMOUTH, NH UZA
 - A.4. SUB-AGREEMENT REGARDING THE MANCHESTER, NH UZA
 - A.5. MEMORANDUM OF UNDERSTANDING (MOU) FOR COORDINATION OF TRANSPORTATION PLANNING BETWEEN THE: STATE OF NEW HAMPSHIRE, DEPARTMENT OF TRANSPORTATION, CENTRAL NEW HAMPSHIRE REGIONAL PLANNING COMMISSION, AND SOUTHERN NEW HAMPSHIRE PLANNING COMMISSION
- B. TRANSIT PROVIDER SUB-AGREEMENTS
 - B.1. SUB-AGREEMENT BETWEEN Nashua MPO AND NASHUA TRANSIT SYSTEM
 - B.2. SUB-AGREEMENT BETWEEN Rockingham MPO, Southern NH MPO, Nashua MPO AND THE COOPERATIVE ALLIANCE FOR REGIONAL TRANSPORTATION (CART)
 - B.3. SUB-AGREEMENT BETWEEN Rockingham MPO, Strafford MPO AND COOPERATIVE ALLIANCE FOR SEACOAST TRANSPORTATION (COAST)
 - B.4. SUB-AGREEMENT BETWEEN Southern NH MPO AND MANCHESTER TRANSIT AUTHORITY (MTA)
 - B.5. SUB-AGREEMENT BETWEEN Rockingham MPO, Strafford MPO AND UNIVERSITY OF NEW HAMPSHIRE WILDCAT TRANSIT
- C. PERFORMANCE MEASURE SUB-AGREEMENTS
 - C.1. SUB-AGREEMENT BETWEEN NHDOT, NEW HAMPSHIRE DEPARTMENT OF SAFETY, NRPC, RPC, SNHPC, AND SRPC Concerning the COORDINATION OF SAFETY DATA AND TARGET SETTING FOR METROPOLITAN PLANNING ORGANIZATIONS (MPOS)
 - C.2. SUB-AGREEMENT BETWEEN NHDOT, NRPC, RPC, SNHPC, AND SRPC Concerning the COORDINATION OF PAVEMENT AND BRIDGE DATA AND TARGET SETTING FOR METROPOLITAN PLANNING ORGANIZATIONS (MPOS)
 - C.3. SUB-AGREEMENT BETWEEN NHDOT, NRPC, RPC, SNHPC, AND SRPC Concerning the COORDINATION OF NPMRDS DATA AND TARGET SETTING FOR METROPOLITAN PLANNING ORGANIZATIONS (MPOS)

**APPENDIX A.1. UZA SUB-AGREEMENTS
SUB-AGREEMENT REGARDING THE NASHUA UZA**

WHEREAS, the Nashua Urbanized Area includes the communities of Amherst, Hollis, Hudson, Litchfield, Merrimack, Milford, Mont Vernon, Nashua, Wilton, Auburn, Derry, Londonderry, and Windham; AND

WHEREAS, the communities of Auburn, Derry, Londonderry, and Windham are part of the Southern New Hampshire Planning Commission (SNHPC) Metropolitan Planning Organization (MPO); the communities of Amherst, Hollis, Hudson, Litchfield, Merrimack, Milford, Mont Vernon, Nashua, and Wilton are part of the Nashua Regional Planning Commission (NRPC) MPO; AND

WHEREAS, pursuant to 23 CFR §450, the Nashua Urbanized Area (UZA) is a designated Transportation Management Area (TMA); AND

WHEREAS, the New Hampshire Department of Transportation (NHDOT), Nashua MPO, and Southern NH MPO shall demonstrate that the MPOs comprising the Nashua TMA are exercising programming authority over sub-allocated Surface Transportation Block Grant (STBG) funds for urbanized areas with population over 200,000; AND

WHEREAS, the New Hampshire Department of Transportation (NHDOT), Nashua MPO, and Southern NH MPO shall demonstrate that the MPOs comprising the Nashua TMA are exercising project selection authority for non-National Highway System (NHS) projects funded under Chapter 134 of Title 23 or under Chapter 53 of Title 49 of United States Code;

NOW THEREFORE, this sub-agreement memorializes the commitment of the NHDOT, Nashua MPO, and Southern NH MPO to coordinate and promote sound transportation planning as follows:

1. Surface Transportation Block Grant (STBG) funds for urbanized areas with population over 200,000 sub-allocated the Nashua UZA shall be allocated to the Nashua MPO and Southern NH MPO based on a formula comprised of each MPO's relative share of population and federal-aid eligible lane miles within the Nashua UZA. The formula shall be as calculated as follows: 50% population within the Nashua UZA and 50% federal-aid eligible lane miles within the Nashua UZA.
2. STBG funds allocated to the Nashua MPO and Southern NH MPO under Item #1 above shall be programmed by each MPO utilizing their normal Long-Range Plan and Transportation Improvement Program (TIP) development processes. Each MPO's TIP self-certification statements shall include a statement indicating that the "programming of TMA-specific sub-allocated STBG funding is compliant with Federal requirements as it relates to the MPO's programming authority."
3. Project selection authority for non-NHS projects funded under Chapter 134 of Title 23 or under Chapter 53 of Title 49 of United States Code shall be completed by each MPO utilizing their normal Long-Range Plan and Transportation Improvement Program (TIP) development processes. Each MPO's TIP self-certification statements shall include a statement indicating that the "selection of non-NHS projects is compliant with Federal requirements as it relates to the MPO's programming authority."
4. Proposed TIP Amendments and Administrative Modifications affecting projects in the Nashua

UZA funded with sub-allocated STBG funding, or non-NHS projects selected under a MPO's TMA programming authority, shall be reviewed, processed, and approved/denied by the affected MPO utilizing their approved TIP Revision Procedures.

5. The NHDOT shall select projects occurring on the National Highway System within the Nashua UZA in cooperation with the affected MPOs.
6. Each MPO serving the Nashua UZA shall provide a non-voting, ex-officio seat on their respective Technical Advisory Committees and MPO Policy Committees to the other MPOs serving the Nashua UZA to ensure inter-regional coordination on the transportation needs of the Nashua UZA as a whole.

Obligational Authority Related to STBG >200K Apportionments

The obligational authority related to STBG >200K apportionments is available to the NRPC, SNHPC and RPC communities to be programmed by those agencies for projects. NHDOT and the involved MPOs have agreed to the following approach regarding programming those funds:

- Allocation of Obligational Authority (OA):
The OA related to these funds will be apportioned to the involved regions based on regional shares of population and Federal Aid lane miles. ***As an example, details for 2017 have been provided below. Please note that actual allocations will be based on actual apportionment and obligational authority values:***

Source	Amount
Nashua TMA Apportionment 2017	\$3,705,630.00
Obligational Authority	\$3,446,235.90
Estimate Available 2029 & 2030	\$6,892,471.80
Boston UZA Apportionment 2017	\$1,573,678.00
Obligational Authority	\$1,463,520.54
Estimate available 2029 & 2030	\$2,927,041.08
Total available to be programmed	\$9,819,512.88

For the Nashua Urbanized Area:

NRPC

Town	F-A-E Lane Miles	Population
AMHERST	49.712	4214
BROOKLINE	0.546	8
HOLLIS	9.172	544
HUDSON	71.167	19999
LITCHFIELD	27.01	4041
LYNDEBOROUGH		3
MERRIMACK	143.921	17607
MILFORD	53.468	7673
MONT VERNON		41
NASHUA	253.382	77293
PELHAM	1.636	148
WILTON	8.948	146
Totals	619.0	131717
% of total	69%	71%
Funding allocation	\$ 2,393,081	\$ 2,460,500

SNHPC

Town	F-A-E Lane Miles	Population
AUBURN	9.07	369
BEDFORD		3
CHESTER	1.662	11
DERRY	73.779	23718
LONDONDERRY	120.657	17756
MANCHESTER		2
WINDHAM	67.227	10910
Totals	272.4	52769
% of total	31%	29%
Funding allocation	\$ 1,053,155	\$ 985,736

Nashua Regional Planning Commission Total: \$4,853,581

Southern NH Planning Commission Total: \$2,038,891

- Project programming process:**

Selected projects must be approved as part of the State's Ten Year Transportation Improvement Plan. NHDOT identifies a total programming target for all 9 NH RPCs at the outset of each Ten Year Plan cycle and establishes a theoretical funding target for all 9 RPCs, allocated to each based on their respective regional portion of the overall state population and Federal-Aid eligible lane miles.

The theoretical allocation is based on apportioned funds in the STBG –Urbanized > 200K funding category of the fiscal year at the start of the Ten Year Plan cycle at a minimum plus any additional funds identified as available by NHDOT to the 3 RPCs as outlined above. At a minimum, the SNHPC, NRPC and RPC will receive a regional allocation based on the STBG –Urbanized > 200K funding.

Projects will be programmed in the Ten Year Plan through a process whereby RPCs identify candidate projects via a consultative process with their respective constituencies and then evaluate and rank in priority order using a standardized set of evaluation criteria. The RPCs will then submit list of projects for inclusion in the draft Ten Year Plan. This list of projects will be constrained to the total regional allocation. The final constrained list will need to account for the approved STIP rate of inflation¹ and NHDOT indirect cost rate² to represent Year-of-Expenditure values. NHDOT will then insert the RPC projects into the draft Ten Year Plan without change.

¹ 2.55%/yr as of April 10, 2018

² 10% as of April 10, 2018

All parties will then follow the State’s established Ten Year Plan process. RPCs will advocate for their projects through the GACIT, the Governor, and both chambers of the NH legislature review and amendment processes before it is adopted and signed into law as the NH Ten Year Transportation Improvement Plan.

Apportionment of Transportation Alternative Program Funds

The State of New Hampshire receives an annual apportionment of Transportation Alternative program funds. After accounting for the actual obligational authority provided to the state of NH, these funds are sub allocated to various areas of the state based on population. One of these sub allocation categories is for areas with populations greater than 200,000, or the Census designated Urbanized Areas (UZAs) in New Hampshire.

The sub allocation targets for these funds will be calculated based on population and federal-aid eligible lane miles for communities within the UZAs by RPC. The portion of TAP funds sub allocated to the over 200,000 population area is based on NH’s obligational authority. The funds will be sub allocated to each MPO on the basis of the proportional share of the total population and lane mileage for each region.

In an effort to ensure a fair, equitable and consistent approach to awarding limited TAP funds around the state, the MPOs have agreed to collaborate with the statewide process for the award of all TAP. This process utilizes a Statewide Advisory Committee to evaluate all applications utilizing the same criteria. Overall scores are determined and a recommended awards list compiled.

As part of this process, NHDOT will:

- Prior to the start of new TA application cycles, NHDOT will meet with the involved RPCs to discuss funding amounts and confirm the sub allocation available to each region.
- Following application scoring, NHDOT will ensure that the sub allocation targets for each of the identified regions is addressed through the awards. This means that each region will be awarded at least 1 project using the available sub allocated funds.
- Prior to announcing proposed awards, NHDOT will consult with each of the involved MPOs to discuss the overall award recommendations and work to address any concerns identified.

In the event that no applications for TAP funding are received from 1 or more of the affected RPCs, all parties agree that the over 200,000 sub allocated funds will be awarded to other applicants within the over 200,000 eligible areas.

Sub allocation targets will be set using the following methodology which uses 2018 apportionments as an example. Actual allocations will be based on actual Obligational Authority available at the time of the awards cycle.

Source	Amount
TA >200K Apportionment 2018	\$450,562.00
Obligational Authority	\$419,022.66
Estimate Available for 2019 & 2020	\$838,045.32

NRPC total: \$420,877

Town	F-A-E Lane Miles	Population
AMHERST	49.712	4214
BROOKLINE	0.546	8
HOLLIS	9.172	544
HUDSON	71.167	19999
LITCHFIELD	27.01	4041
LYNDEBOROUGH		3
MERRIMACK	143.921	17607
MILFORD	53.468	7673
MONT VERNON		41
NASHUA	253.382	77293
PELHAM	39.082	7821
WILTON	8.948	146
Totals	656.4	139390
% of total	48%	52%
Funding allocation	\$ 203,129	\$ 217,749

SNHPC total: \$173,373

Town	F-A-E Lane Miles	Population
AUBURN	9.07	369
BEDFORD		3
CHESTER	2.156	365
DERRY	79.341	25745
LONDONDERRY	120.657	17756
MANCHESTER		2
WINDHAM	70.079	10935
CANDIA	0.412	2
Totals	281.7	55177
% of total	21%	21%
Funding allocation	\$ 87,178	\$ 86,195

**APPENDIX A.2. UZA SUB-AGREEMENTS
SUB-AGREEMENT REGARDING THE BOSTON UZA**

WHEREAS, the Boston Urbanized Area includes the communities of Atkinson, Brentwood, Danville, East Kingston, Epping, Fremont, Hampstead, Hampton, Hampton Falls, Kingston, Newton, Plaistow, Raymond, Salem, Sandown, Seabrook, South Hampton, Candia, Chester, Derry, Windham, and Pelham; AND

WHEREAS, the communities of Atkinson, Brentwood, Danville, East Kingston, Epping, Fremont, Hampstead, Hampton, Hampton Falls, Kingston, Newton, Plaistow, Raymond, Salem, Sandown, Seabrook, and South Hampton are part of the Rockingham Planning Commission (RPC) Metropolitan Planning Organization (MPO); the communities of Candia, Chester, Derry, and Windham are part of the Southern New Hampshire Planning Commission (SNHPC) MPO; and the Town of Pelham is part of the Nashua Regional Planning Commission (NRPC) MPO; AND

WHEREAS, the New Hampshire Department of Transportation (NHDOT), Nashua MPO, Southern NH MPO, and Rockingham MPO shall demonstrate that the MPOs comprising the Boston Urbanized Area (UZA) are exercising programming authority over sub-allocated Surface Transportation Block Grant (STBG) funds for urbanized areas with population over 200,000; AND

WHEREAS, the New Hampshire Department of Transportation (NHDOT), Nashua MPO, Southern NH MPO, and Rockingham MPO shall demonstrate that the MPOs comprising the Boston UZA are exercising project selection authority for non-National Highway System (NHS) projects funded under Chapter 134 of Title 23 or under Chapter 53 of Title 49 of United States Code;

NOW THEREFORE, this sub-agreement memorializes the commitment of the NHDOT, Nashua MPO, Southern NH MPO, and Rockingham MPO to coordinate and promote sound transportation planning as follows:

1. Surface Transportation Block Grant (STBG) funds for urbanized areas with population over 200,000 sub-allocated the Boston UZA shall be allocated to the Nashua MPO, Southern NH MPO, and Rockingham MPO based on a formula comprised of each MPO's relative share of population and federal-aid eligible lane miles within the Boston UZA. The formula shall be as calculated as follows: 50% population within the Boston UZA and 50% federal-aid eligible lane miles within the Boston UZA.
2. STBG funds allocated to the Nashua MPO, Southern NH MPO, and Rockingham MPO under Item #1 above shall be programmed by each MPO utilizing their normal Long-Range Plan and Transportation Improvement Program (TIP) development processes. Each MPO's TIP self-certification statements shall include a statement indicating that the "programming of STBG funding is compliant with Federal requirements as it relates to the MPO's programming authority."
3. Project selection authority for non-NHS projects funded under Chapter 134 of Title 23 or under Chapter 53 of Title 49 of United States Code shall be completed by each MPO utilizing their normal Long-Range Plan and Transportation Improvement Program (TIP) development processes. Each MPO's TIP self-certification statements shall include a statement indicating that the "selection of non-NHS projects is compliant with Federal requirements as it relates to the MPO's programming authority."

4. Proposed TIP Amendments and Administrative Modifications affecting projects in the Boston UZA funded with sub-allocated STBG funding, or non-NHS projects selected under a MPO's programming authority, shall be reviewed, processed, and approved/denied by the affected MPO utilizing their approved TIP Revision Procedures.
5. The NHDOT shall select projects occurring on the National Highway System within the Boston UZA in cooperation with the affected MPOs.
6. Each New Hampshire MPO serving the Boston UZA shall provide a non-voting, ex-officio seat on their respective Technical Advisory Committees and MPO Policy Committees to the other MPOs serving the Boston UZA to ensure inter-regional coordination on the transportation needs of the Boston UZA as a whole.
7. Representatives of the Nashua MPO, Southern NH MPO, and Rockingham MPO will collaborate with Massachusetts and Maine-based MPOs as needed for projects and transportation initiatives of cross-state interest.

Obligational Authority Related to STBG >200K Apportionments

The obligational authority related to STBG >200K apportionments is available to the NRPC, SNHPC and RPC communities to be programmed by those agencies for projects. NHDOT and the involved MPOs have agreed to the following approach regarding programming those funds:

- Allocation of Obligational Authority (OA):
The OA related to these funds will be apportioned to the involved regions based on regional shares of population and Federal Aid lane miles. ***As an example, details for 2017 have been provided below. Please note that actual allocations will be based on actual apportionment and obligational authority values:***

Source	Amount
Nashua TMA Apportionment 2017	\$3,705,630.00
Obligational Authority	\$3,446,235.90
Estimate Available 2029 & 2030	\$6,892,471.80
Boston UZA Apportionment 2017	\$1,573,678.00
Obligational Authority	\$1,463,520.54
Estimate available 2029 & 2030	\$2,927,041.08
Total available to be programmed	\$9,819,512.88

For the Boston Urbanized Area:

RPC

Town	F-A-E Lane Miles	Population
ATKINSON	15.138	6751
BRENTWOOD	7.864	127
DANVILLE	9.328	1744
EAST KINGSTON	9.616	496
EPPING	2.992	194
FREMONT	2.928	216
HAMPSTEAD	25.209	8466
HAMPTON	0.168	55
HAMPTON FALLS	25.049	558
KINGSTON	30.705	3025
NEWTON	21.056	3107
PLAISTOW	52.895	7593
SALEM	118.593	27916
SANDOWN	13.64	2759
SEABROOK	38.27	8342
SOUTH HAMPTON	0.052	19
RAYMOND	42.441	2299
Totals	415.9	73,667
% of total	90%	88%
Funding allocation	\$ 1,315,603	\$ 1,287,906

SNHPC

Town	F-A-E Lane Miles	Population
CANDIA	0.412	2
CHESTER	0.494	354
DERRY	5.562	2027
WINDHAM	2.852	25
Totals	9.3	2,408
% of total	2%	3%
Funding allocation	\$ 29,479	\$ 42,099

NRPC

Town	F-A-E Lane Miles	Population
Pelham	37.446	7637
Totals	37.4	7,637
% of total	8%	9%
Funding allocation	\$ 118,439	\$ 133,516

Rockingham Planning Commission Total: \$2,603,509

Southern NH Planning Commission Total: \$71,577

Nashua Regional Planning Commission Total: \$251,955

- Project programming process:**

Selected projects must be approved as part of the State's Ten Year Transportation Improvement Plan. NHDOT identifies a total programming target for all 9 NH RPCs at the outset of each Ten Year Plan cycle and establishes a theoretical funding target for all 9 RPCs, allocated to each based on their respective regional portion of the overall state population and Federal-Aid eligible lane miles.

The theoretical allocation is based on apportioned funds in the STBG –Urbanized > 200K funding category of the fiscal year at the start of the Ten Year Plan cycle at a minimum plus any additional funds identified as available by NHDOT to the 3 RPCs as outlined above. At a minimum, the SNHPC, NRPC and RPC will receive a regional allocation based on the STBG –Urbanized > 200K funding.

Projects will be programmed in the Ten Year Plan through a process whereby RPCs identify candidate projects via a consultative process with their respective constituencies and then evaluate and rank in priority order using a standardized set of evaluation criteria. The RPCs will then submit list of projects for inclusion in the draft Ten Year Plan. The final constrained list will need to account for the approved STIP rate of inflation³ and NHDOT indirect cost rate⁴ to represent Year-of-Expenditure values. NHDOT will then insert the RPC projects into the draft Ten Year Plan without change.

All parties will then follow the State’s established Ten Year Plan process. RPCs will advocate for their projects through the GACIT, the Governor, and both chambers of the NH legislature review and amendment processes before it is adopted and signed into law as the NH Ten Year Transportation Improvement Plan.

Apportionment of Transportation Alternative Program Funds

The State of New Hampshire receives an annual apportionment of Transportation Alternative program funds. After accounting for the actual obligational authority provided to the state of NH, these funds are sub allocated to various areas of the state based on population. One of these sub allocation categories is for areas with populations greater than 200,000, or the Census designated Urbanized Areas (UZAs) in New Hampshire.

The sub allocation targets for these funds will be calculated based on population and federal-aid eligible lane miles for communities within the UZAs by RPC. The portion of TAP funds sub allocated to the over 200,000 population area is based on NH’s obligational authority. The funds will be sub allocated to each MPO on the basis of the proportional share of the total population and lane mileage for each region.

In an effort to ensure a fair, equitable and consistent approach to awarding limited TAP funds around the state, the MPOs have agreed to collaborate with the statewide process for the award of all TAP. This process utilizes a Statewide Advisory Committee to evaluate all applications utilizing the same criteria. Overall scores are determined and a recommended awards list compiled.

As part of this process, NHDOT will:

- Prior to the start of new TA application cycles, NHDOT will meet with the involved RPCs to discuss funding amounts and confirm the sub allocation available to each region.
- Following application scoring, NHDOT will ensure that the sub allocation targets for each of the identified regions is addressed through the awards. This means that each region will be awarded at least 1 project using the available sub allocated funds.
- Prior to announcing proposed awards, NHDOT will consult with each of the involved MPOs to discuss the overall award recommendations and work to address any concerns identified.

In the event that no applications for TAP funding are received from 1 or more of the affected RPCs, all parties agree that the over 200,000 sub allocated funds will be awarded to other applicants within the over 200,000 eligible areas.

³ 2.55%/yr as of April 10, 2018

⁴ 10% as of April 10, 2018

Sub allocation targets will be set using the following methodology which uses 2018 apportionments as an example. Actual allocations will be based on actual Obligational Authority available at the time of the awards cycle.

Source	Amount
TA >200K Apportionment 2018	\$450,562.00
Obligational Authority	\$419,022.66
Estimate Available for 2019 & 2020	\$838,045.32

NRPC total: \$420,877

Town	F-A-E Lane Miles	Population
AMHERST	49.712	4214
BROOKLINE	0.546	8
HOLLIS	9.172	544
HUDSON	71.167	19999
LITCHFIELD	27.01	4041
LYNDEBOROUGH		3
MERRIMACK	143.921	17607
MILFORD	53.468	7673
MONT VERNON		41
NASHUA	253.382	77293
PELHAM	39.082	7821
WILTON	8.948	146
Totals	656.4	139390
% of total	48%	52%
Funding allocation	\$ 203,129	\$ 217,749

SNHPC total: \$173,373

Town	F-A-E Lane Miles	Population
AUBURN	9.07	369
BEDFORD		3
CHESTER	2.156	365
DERRY	79.341	25745
LONDONDERRY	120.657	17756
MANCHESTER		2
WINDHAM	70.079	10935
CANDIA	0.412	2
Totals	281.7	55177
% of total	21%	21%
Funding allocation	\$ 87,178	\$ 86,195

RPC total: \$243,795

Town	F-A-E Lane Miles	Population
ATKINSON	15.138	6751
BRENTWOOD	7.864	127
DANVILLE	9.328	1744
EAST KINGSTON	9.616	496
EPPING	2.992	194
FREMONT	2.928	216
HAMPSTEAD	25.209	8466
HAMPTON	0.168	55
HAMPTON FALLS	25.049	558
KINGSTON	30.705	3025
NEWTON	21.056	3107
PLAISTOW	52.895	7593
SALEM	118.593	27916
SANDOWN	13.64	2759
SEABROOK	38.27	8342
SOUTH HAMPTON	0.052	19
RAYMOND	42.441	2299
Totals	415.9	73,667
% of total	31%	27%
Funding allocation	\$ 128,716	\$ 115,079

APPENDIX A.3. UZA SUB-AGREEMENTS
SUB-AGREEMENT REGARDING THE PORTSMOUTH, NH UZA

WHEREAS, the Portsmouth NH Urbanized Area includes the communities of Exeter, Greenland, Hampton, New Castle, Newfields, Newington, Newmarket, North Hampton, Portsmouth, Rye, Seabrook, and Stratham, New Hampshire; AND

WHEREAS, the communities of Exeter, Greenland, Hampton, New Castle, Newfields, Newington, North Hampton, Portsmouth, Rye, Seabrook, and Stratham are part of the Rockingham MPO and the community of Newmarket is a part of the Strafford MPO; AND

WHEREAS, the New Hampshire Department of Transportation (NHDOT) exercises project selection authority for projects in the approved MPO TIP funded under Chapter 134 of Title 23 of United States Code for the Portsmouth UZA in cooperation with Strafford MPO and Rockingham MPO, while the designated recipients of public transportation funding have project selection authority, in cooperation with Strafford MPO and Rockingham MPO for projects funded under chapter 53 of Title 49 of United States Code.

NOW THEREFORE, this sub-agreement memorializes the commitment of the NHDOT, Strafford MPO, and Rockingham MPO to coordinate and promote sound transportation planning as follows:

1. Project selection authority for projects funded under Chapter 134 of Title 23 shall be completed by NHDOT from the approved MPO TIPs in cooperation with Strafford MPO and Rockingham MPO. Project selection authority under Chapter 53 of Title 49 of United States Code shall be completed by the designated recipients in cooperation with Strafford MPO and Rockingham MPO. Each MPO's TIP self-certification statements shall include a statement indicating that the selection of projects is compliant with Federal requirements as it relates to the MPO's programming authority.
2. Proposed TIP Amendments and Administrative Modifications, shall be reviewed, processed, and approved/denied by the affected MPO utilizing their approved TIP Revision Procedures.
3. Each New Hampshire MPO serving the Portsmouth UZA shall provide a non-voting, ex-officio seat on their respective Technical Advisory Committees and MPO Policy Committees to the other MPOs serving the Portsmouth UZA to ensure inter-regional coordination on the transportation needs of the Portsmouth UZA as a whole.
4. Representatives of the Strafford MPO and Rockingham MPO will collaborate with Massachusetts and Maine-based MPOs as needed for projects and transportation initiatives of cross-state interest.

**APPENDIX A.4. UZA SUB-AGREEMENTS
SUB-AGREEMENT REGARDING THE MANCHESTER, NH UZA**

An Agreement to address the expansion of the Manchester UZA into the Central Regional Planning Commission has been developed as a standalone document. The following is provided for information only:

WHEREAS, the Manchester NH Urbanized Area includes the communities of Allenstown, Bow and Pembroke;

WHEREAS, the communities of Allenstown, Bow and Pembroke are members of the Central New Hampshire Regional Planning Commission;

WHEREAS, the Southern NH MPO is responsible for the Metropolitan Transportation Planning Process in the Manchester NH Urbanized Area;

NOW THEREFORE, this sub agreement memorializes the commitment of CNHRPC and SNHPC to coordinate and promote sound transportation planning as follows:

The Southern NH MPO will ensure that the towns of Allenstown, Bow and Pembroke are covered under the Metropolitan Transportation Planning Process and will include projects from the towns of Allenstown, Bow and Pembroke in the regional Transportation Improvement Program and Metropolitan Transportation Plan.

**APPENDIX A.5. MEMORANDUM OF UNDERSTANDING (MOU)
FOR
COORDINATION OF TRANSPORTATION PLANNING
BETWEEN THE:
STATE OF NEW HAMPSHIRE, DEPARTMENT OF TRANSPORTATION,
CENTRAL NEW HAMPSHIRE REGIONAL PLANNING COMMISSION, AND
SOUTHERN NEW HAMPSHIRE PLANNING COMMISSION**

1. Background and Purpose

BY authority of the Governor of New Hampshire, the Southern New Hampshire Planning Commission (SNHPC) is the designated Metropolitan Planning Organization (MPO) for the Manchester Urbanized Area (UZA); and the Central New Hampshire Regional Planning Commission (CNHRPC) is the Regional Planning Commission (RPC) for the towns of Allenstown, Bow and Pembroke. The purpose of this MOU is to establish the MPO planning area boundaries and transportation planning and programming responsibilities as they relate to the towns of Allenstown, Bow and Pembroke that include portions of the Manchester UZA extending into the CNHRPC RPC.

- A. As shown in Figure 1, the Year 2010 Census Manchester UZA extends into the Town of Bow along NH 3A and into the towns of Allenstown and Pembroke along the US3/NH 28 corridor. By Federal statute, an MPO is required where there is a UZA. In this case, the Manchester UZA, of which SNHPC is the designated MPO, extends into the CNHRPC RPC planning area.
- B. The CNHRPC is responsible for the transportation planning and programming activities for the towns of Allenstown, Bow and Pembroke.

2. General Points of Understanding and Agreement

- A. CNHRPC and SNHPC, in direct consultation with NHDOT agree that, as SNHPC is the designated MPO for the Manchester UZA, SNHPC will be responsible for maintaining the continuing, comprehensive, and coordinated (3-C) MPO planning process for the Manchester UZA including the towns of Allenstown, Bow and Pembroke. This agreement does not alter the current makeup of the CNHRPC and SNHPC member communities.
- B. Each agency agrees to carry out the transportation planning and programming processes in their respective areas in a cooperative and coordinated fashion, and in compliance with federal planning regulations for each respective area.
- C. Staff from each agency will communicate regularly, share information, and meet as needed to achieve the required level of cooperation and coordination. Particular regard to this coordination should be carried out for projects, plans and programs within or including the portions of the Manchester UZA in the towns of Allenstown, Bow and Pembroke.
- D. This agreement will be reviewed when a signatory agency identifies the need for a review.

3. Specific Points of Understanding and Agreement

A. MPO Metropolitan Planning Area (MPA) Boundary

The boundary of the Southern NH MPO MPA will be modified to include the portions of the Manchester UZA in Allenstown, Bow and Pembroke. These communities will be designated as voting members of the Southern NH MPO in order to ensure that they are allowed every opportunity to actively participate in a 3-C planning process for the Manchester UZA.

B. Membership in Southern NH MPO TAC

The Towns of Allenstown, Bow and Pembroke will be invited to become voting members of the SNHPC TAC in order to actively participate in the MPO planning process for the Manchester UZA. CNHRPC will continue as a non-voting member of the SNHPC TAC.

C. CNHRPC/SNHPC TIP/RTP

Federally funded transportation improvement projects or other regionally significant projects located in those portions of the towns of Allenstown, Bow and Pembroke within the Manchester UZA will appear in both the CNHRPC and SNHPC Transportation Improvement Program (TIP) and long-range regional transportation plans (RTP). Procedures used to select projects within these areas for inclusion in TIPs and RTPs will be mutually agreed upon by CNHRPC, SNHPC and NHDOT. These agreed upon procedures will be coordinated through NHDOT and the FHWA New Hampshire Division Office.

D. Air Quality Planning

Portions of the Southern New Hampshire area were designated as non-attainment for ground level ozone by the US Environmental Protection Agency in April of 2004. The area was re-designated as "unclassifiable/attainment" in May of 2012 taking effect in July 2013. SNHPC currently maintains a regional travel demand model which is used for air quality planning in the Southern NH MPO area. In order to continue to utilize the SNHPC regional travel demand model for air quality planning, the model will be updated to incorporate at a minimum the towns of Allenstown, Bow and Pembroke. CNHRPC will assist SNHPC in this update by making available information pertaining to the composition and operation of their current regional travel demand model. The update will be accomplished to the extent possible through the use of the traffic analysis zones, model network and trip table of the current CNHRPC model as well as any other available inputs from the CNHRPC model as appropriate.

E. SNHPC UPWP Plans, Programs and Projects

The SNHPC Unified Planning Work Program (UPWP) has been designed to 1) meet local needs; 2) be consistent with the 3C planning requirements; 3) address Federal planning requirements and 4) comply with New Hampshire's 2014-2015 Planning Emphasis Areas (PEAs) as established by the New Hampshire Division of FHWA and FTA Region I. SNHPC and CNHRPC will cooperate and coordinate regarding the participation of Allenstown, Bow and Pembroke in projects included in the SNHPC UPWP that may have a bearing on the maintenance of the 3C planning process for the Manchester UZA and Southern NH MPO area. Projects considered in this fashion may include but not be limited to the following:

- ITS Architecture for the SNHPC Region
- Congestion Management Process for the SNHPC Region
- Specific corridor studies
- HSIP projects

- CMAQ/TAP grant applications
- TIP update
- RTP update
- Highway Functional Classification/NHS Updates
- Multi-modal planning and coordination

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

FOR THE CENTRAL NEW HAMPSHIRE REGIONAL PLANNING COMMISSION:

APPENDIX B.1. TRANSIT PROVIDER SUB-AGREEMENTS
SUB-AGREEMENT BETWEEN NASHUA MPO AND NASHUA TRANSIT SYSTEM

WHEREAS, the Nashua Urbanized Area (UZA) has a population over 200,000 as defined by the Bureau of the Census and is designated as a Transportation Management Area (TMA) by the USDOT includes the communities of Amherst, Hollis, Hudson, Litchfield, Merrimack, Milford, Mont Vernon, Nashua, Wilton, Auburn, Derry, Londonderry, and Windham;

WHEREAS, the Nashua Regional Planning Commission (NRPC) Region includes the communities of Amherst, Brookline, Hollis, Hudson, Litchfield, Lyndeborough, Mason, Merrimack, Milford, Mont Vernon, Nashua, Pelham and Wilton;

WHEREAS, Nashua Transit System (NTS) provides public transportation services within the UZA and in other portions of the NRPC region; and

WHEREAS, NTS is a designated recipient in the Nashua UZA for Federal Transit Administration (FTA) capital and operating aid under Sections 5307, 5310, 5339 and 5340 of the Federal Transit Act, as amended; and

WHEREAS, the NRPC serves as the Metropolitan Planning Organization (MPO) is the responsible for the Federal Metropolitan Transportation Process in the Nashua TMA, including performance target setting and reporting pursuant to 49CFR 625;

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

MPO Responsibilities:

1. Participate in negotiation process to split FTA 5307 Urbanized Area Formula Funds, 5340 Growing States and High Density States funds, 5310 Enhanced Mobility for Seniors and Individuals with Disabilities funds, and 5339 Bus and Bus Facilities Program funds apportioned to the Nashua NH-MA Urbanized Area.
2. Assist with data collection efforts for both the fixed-route and paratransit operations that are necessary for various types of route level, system and regional analysis. These include, but are not limited to, passenger counts, on-board passenger surveys, surveys of the general public, land use and demographic data, and system operating data.
3. Develop route level productivity indicators and otherwise evaluate the efficiency and viability of fixed-route and paratransit operations.
4. Assist in the development of a marketing program in order to promote the use of transit throughout Nashua.
5. Assist in the development of Congestion Mitigation and Air Quality funding applications for transit projects.
6. Provide technical assistance to the Nashua Transit System as requested by the Nashua Transit System or Division of Community Development.
7. Conduct studies relative to the expansion of transit service beyond Nashua's boundaries. In developing recommendations for service expansions, NRPC will consider projected ridership, the capital and operating costs that would be incurred and the commitment of local communities to fund their share of transit operations.

8. Incorporate key data, analyses, findings and recommendations pertaining to the provision of regional transit services in the multi-modal NRPC Metropolitan Transportation Plan (Plan). The NRPC will seek the input of the NTS in the development of short and long-range recommendations in the Plan. The Plan is updated on a biennial basis.
9. Coordinate with NTS in setting performance targets related to transit asset management.
10. Incorporate transit projects into the Transportation Improvement Program. NRPC will identify sources of funding, ensure that the projects are financially constrained, rank projects by regional priority, conduct air quality conformity analysis and undertake a public participation process that meets Federal requirements.

NTS Responsibilities:

NTS 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 data to the MPO relative to the calculation of transit asset management performance measures for target setting.
3. Complete annual negotiation process with transit providers providing service in the Nashua UZA to split FTA 5307 Urbanized Area Formula Funds, 5339 Growing States and High Density States funds 5310 Enhanced Mobility for Seniors and Individuals with Disabilities funds, and 5339 Bus and Bus Facilities Program funds.
4. Providing information to the MPOs relative to the proposed programming of federal, state and local funds for metropolitan transit system improvements and services which fall under NTS's jurisdiction;
5. Preparing and submitting applications for state and federal mass transportation capital and operating assistance grants and administering approved grants;
6. Conduct or facilitate 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;
7. 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;
8. Seeking MPO planning assistance as part of the MPOs' biennial UPWPs to complete various transit technical assistance, coordination, or planning activities;
9. Preparing and updating paratransit service plans in conformance with all FTA reporting requirements.
10. Endorsing or providing timely comment on the MPOs' transportation plans for use as a guide in local transit planning and programming activities;
11. Conducting planning for NTS's transit program, including but not limited to the conduct of market surveys, the design of user information materials, and the development of transit promotion programs;
12. 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

13. Collecting data to meet the requirements of Section 5335 of the Federal Transit Act (the National Transit Database) and make these data available to the NHDOT and MPOs as appropriate to their transit planning needs.
14. 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.
15. Review, evaluate and provide timely recommendations to the MPOs regarding federally funded public transportation projects proposed in the region.
16. Complete all monthly, quarterly and annual reporting consistent with FTA requirements.
17. Coordinate the collection and development of performance data to support local regional and statewide data metrics.

APPENDIX B.2. TRANSIT PROVIDER SUB-AGREEMENTS
SUB-AGREEMENT BETWEEN ROCKINGHAM MPO, SOUTHERN NH MPO, NASHUA MPO
AND THE COOPERATIVE ALLIANCE FOR REGIONAL TRANSPORTATION (CART)

WHEREAS, the Greater Derry-Salem Cooperative Alliance for Regional Transportation (CART) provides public transportation services within the Nashua NH-MA and Boston MA-NH-RI Urbanized Areas and in other portions of the two MPO regions; and

WHEREAS, CART is a Designated Recipient in the Urbanized Area for Federal Transit Administration (FTA) capital and operating aid under Sections 5307, 5310, 5339, and 5340 of the Federal Transit Act, as amended; and

WHEREAS, the Rockingham Planning Commission (RPC) and Southern New Hampshire Planning Commission (SNHPC) Metropolitan Planning Organizations (MPOs) have transportation planning responsibilities overlapping the CART service area, including performance target setting and reporting pursuant to 49 CFR 625; and

WHEREAS the Nashua Regional Planning Commission (NRPC) MPO shares transportation planning responsibilities for certain Nashua Urbanized Area communities with in the CART service area;

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

MPO Responsibilities:

1. Participate in negotiation process to split FTA 5307 Urbanized Area Formula funds, 5340 Growing States and High Density States funds, 5310 Enhanced Mobility for seniors and Individuals with Disabilities funds, and 5339 Bus and Bus Facilities Program funds apportioned to the Nashua NH-MA Urbanized Area.
2. Assist with data collection and analysis efforts necessary for various types of route level, system and regional planning. These include, but are not limited to, passenger counts, on-board passenger surveys, surveys of the general public, land use and demographic data, and system operating data.
3. Provide other technical assistance to the CART transit system as requested by CART.
4. Incorporate key data, analyses, findings and recommendations pertaining to the provision of regional transit services in the multi-modal RPC and SNHPC Metropolitan Transportation Plans. RPC and SNHPC will seek the input of CART in the development of short and long-range recommendations in their Plans. The Plans are updated on a biennial basis.
5. Coordinate with CART in setting performance targets related to transit asset management and safety performance measures.
6. Incorporate transit projects into the Transportation Improvement Program. RPC and SNHPC will identify sources of funding, ensure that the projects are financially constrained, rank projects by regional priority, conduct air quality conformity analysis if necessary, and undertake a public participation process that meets Federal requirements.

CART Responsibilities

CART 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 Metropolitan 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 facility needs.

2. Providing data to the MPOs relative to the calculation of transit asset management and safety performance measures for target setting.
3. Participate in the negotiation process to split FTA 5307 Urbanized Area Formula Funds, 5340 Growing States and High Density States funds, 5310 Enhanced Mobility for Seniors and Individuals with Disabilities funds and 5339 Bus and Bus Facilities Program funds apportioned to the Nashua NH-MA Urbanized Area.
4. Providing information to the MPOs relative to the proposed programming of federal, state and local funds for metropolitan transit system improvements and services which fall under CART's jurisdiction.
5. Preparing and submitting applications for-state and federal mass transportation capital and operating assistance grants and administering approved grants;
6. 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, New Hampshire Department of Transportation (NHDOT), and FTA;
7. 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;
8. Seeking MPO planning assistance utilizing Section 5303 or 5304 FTA funds as part of the MPOs' biennial Unified Planning Work Programs (UPWPs) to complete various transit technical assistance, coordination, or planning activities;
9. Preparing and updating paratransit service plans in conformance with the Americans with Disabilities Act of 1990;
10. Endorsing or providing timely comment on the MPOs' Metropolitan Transportation Plans for use as a guide in local transit planning and programming activities;
11. Conducting planning for CART's transit marketing program, including but not limited to the conduct of market surveys, the design of user information materials, and the development of transit promotion programs;
12. 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
13. Collecting data to meet the requirements of Section 5335 of the Federal Transit Act (the National Transit Database) and make these data available to the NHDOT and MPOs as appropriate for their transit planning needs.
14. 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.
15. Review, evaluate and provide timely recommendations to the MPOs regarding federally funded public transportation projects proposed in the region.

APPENDIX B.3. TRANSIT PROVIDER SUB-AGREEMENTS
SUB-AGREEMENT BETWEEN ROCKINGHAM MPO, STRAFFORD MPO AND
COOPERATIVE ALLIANCE FOR SEACOAST TRANSPORTATION (COAST)

WHEREAS, the Cooperative Alliance for Seacoast Transportation (COAST) provides regional transportation services that are open to the general public within the Urbanized Areas and in other portions of the two MPO regions; and

WHEREAS, COAST is a sub-recipient in the Urbanized Area for Federal Transit Administration (FTA) operating aid under Section 5307 of the Federal Transit Act, as amended; and

WHEREAS, the Rockingham MPO and Strafford MPO have transportation planning responsibilities overlapping the COAST service area, including performance target setting and reporting pursuant to 49 CFR 625;

NOW THEREFORE, this sub agreement memorializes the commitment of the Strafford MPO, Rockingham MPO, and COAST to coordinate and promote sound transportation planning as follows:

MPO Responsibilities

1. Assist with data collection and analysis efforts necessary for various types of route level, system and regional planning. These include, but are not limited to, passenger counts, on-board passenger surveys, surveys of the general public, land use and demographic data, and system operating data.
2. Provide other technical assistance to the COAST transit system as requested by COAST.
3. Incorporate key data, analyses, findings and recommendations pertaining to the provision of regional transit services in the multi-modal Rockingham MPO & SRPC Metropolitan Transportation Plans. Rockingham MPO and SRPC will seek the input of COAST recommendations in the development of their short and long-range Plans.
4. Incorporate transit projects into the Transportation Improvement Program. Rockingham MPO and SRPC will identify sources of funding, ensure that the projects are financially constrained, rank projects by regional priority, conduct air quality conformity analysis, and undertake a public participation process that meets Federal requirements.
5. Coordinate with COAST in setting performance targets related to transit asset management, safety performance, and other transit related performance measures as adopted by the MPOs.
6. Update the Coordinated Public Transit and Human Services Transportation Plan in coordination with COAST.
7. Provide a forum for cooperative transportation planning and decision making, including establishing public involvement processes that a) ensure opportunities for the 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 and b) satisfy FTA requirements under 49 USC Section 5307 for public participation in the development of the Annual Program of Projects (POP) for local and regional transit providers and the NHDOT.

COAST Responsibilities

COAST shall be responsible for and shall be considered the lead agency in conducting the following transportation planning and programming activities:

1. Coordinate with and assisting the MPOs in the development and update of the Transit component(s) of each agency's 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. Provide information to the MPOs relative to the proposed programming of federal, state and local funds for metropolitan transit system improvements and services which fall under COAST's jurisdiction;
3. Provide data to the MPOs relative to the calculation of transit asset management, safety performance, and other transit related performance measures as adopted by the MPOs for target setting during the month in which COAST submits their targets to FTA;
4. Prepare and submit applications for state and federal mass transportation capital and capital operating assistance grants and administer in & approved grants;
5. Conduct 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;
6. Conduct detailed operational planning necessary to establish or modify transit routes, schedules, fares, stop locations, transfer points, vehicle assignments, and other operations 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;
7. Seek MPO planning assistance utilizing Section 5303 or 5304 FTA funds as part of the MPOs' biennial UPWPs to complete various transit technical assistance, coordination, or planning activities;
8. Prepare and update paratransit service plans in conformance with the Americans with Disabilities Act of 1990;
9. Endorse or provide timely comment on the MPOs' transportation plans for use as a guide in local transit planning and programming activities;
10. Conduct planning for COAST's transit marketing program, including but not limited to the conduct of market surveys, the design of user information materials, and the development of transit promotion programs;
11. Conduct 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
12. Collect data to meet the requirements of Section 5335 of the Federal Transit Act (the National Transit Database) and make these data available to the NHDOT and MPOs as appropriate to their transit planning needs.
13. Consult with the MPOs at an early stage when preparing significant changes in routes, fares or schedules or when proposing major investments in their transit infrastructure.
14. Review, evaluate and provide timely recommendations to the MPOs regarding federally funded public transportation projects proposed in the region.

**APPENDIX B.4. TRANSIT PROVIDER SUB-AGREEMENTS
SUB-AGREEMENT BETWEEN SOUTHERN NH MPO AND
MANCHESTER TRANSIT AUTHORITY (MTA)**

WHEREAS, the Manchester Transit Authority (MTA) provides public transportation services within the Manchester, New Hampshire, Urbanized Area; and

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

WHEREAS, the Southern New Hampshire Planning Commission (SNHPC) Metropolitan Planning Organization (MPO) has transportation planning responsibilities overlapping the MTA service area, including performance target setting and reporting pursuant to 49 CFR 625; and

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

Southern NH MPO Responsibilities

1. Assist with data collection and analysis efforts necessary for various types of route level, system and regional planning. These include, but are not limited to, passenger counts, on-board passenger surveys, surveys of the general public, land use and demographic data, and system operating data.
2. Provide other technical assistance to the MTA as requested by MTA.
3. Incorporate key data, analyses, findings and recommendations pertaining to the provision of regional transit services in the multi-modal SNHPC Metropolitan Transportation Plan. SNHPC will seek the input of MTA in the development of short and long-range recommendations in their Plan. The Plan is updated on a biennial basis.
4. Collaborate with MTA on updates to the Short Range Transit Plan providing a five-year program for the continuing development of MTA's fixed-route bus and ADA complementary paratransit services.
5. Coordinate with MTA in setting performance targets related to transit asset management and safety performance measures.
6. Incorporate transit projects into the Transportation Improvement Program. SNHPC will identify sources of funding, ensure that the projects are financially constrained, rank projects by regional priority, conduct air quality conformity analysis if necessary, and undertake a public participation process that meets Federal requirements.

MTA Responsibilities

MTA 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 Southern NH MPO in the development and update of the Transit component(s) of their Metropolitan Transportation Plan, 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 facility needs;
2. Providing data to the Southern NH MPO relative to the calculation of transit asset management and safety performance measures for target setting;

3. Collaborating with the Southern NH MPO on updates to the Short Range Transit Plan providing a five-year program for the continuing development of MTA's fixed-route bus and ADA complementary paratransit services.
4. Providing information to the Southern NH MPO relative to the proposed programming of federal, state and local funds for metropolitan transit system improvements and services which fall under MTA's jurisdiction;
5. Preparing and submitting applications for state and federal mass transportation capital and operating assistance grants and administering approved grants;
6. 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 Southern NH MPO, New Hampshire Department of Transportation (NHDOT), and FTA;
7. 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 SNHPC Metropolitan Transportation Plan, and sharing this information with the Southern NH MPO, NHDOT, and FTA;
8. Seeking Southern NH MPO planning assistance utilizing Section 5303 or 5304 FTA funds as part of the MPO's biennial Unified Planning Work Program (UPWP) to complete various transit technical assistance, coordination, or planning activities;
9. Preparing and updating paratransit service plans in conformance with the Americans with Disabilities Act of 1990;
10. Endorsing or providing timely comment on the Southern NH MPO's Metropolitan Transportation Plan for use as a guide in local transit planning and programming activities;
11. Conducting planning for MTA's transit marketing program, including but not limited to the conduct of market surveys, the design of user information materials, and the development of transit promotion programs
12. 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
13. Collecting data to meet the requirements of Section 5335 of the Federal Transit Act (the National Transit Database) and make these data available to the NHDOT and Southern NH MPO as appropriate for their transit planning needs.
14. Consult with the Southern NH MPO at an early stage when preparing significant changes in route, fares or schedules or when proposing major investments in the public transportation infrastructure.
15. Review, evaluate and provide timely recommendations to the Southern NH MPO regarding federally funded public transportation projects proposed in the region.

APPENDIX B.5. TRANSIT PROVIDER SUB-AGREEMENTS
SUB-AGREEMENT BETWEEN ROCKINGHAM MPO, STRAFFORD MPO AND
UNIVERSITY OF NEW HAMPSHIRE WILDCAT TRANSIT

WHEREAS, the University of New Hampshire Wildcat Transit services ("UNH Wildcat Transit and Campus Connector") provides university and regional transportation services that are open to the general public within the Urbanized Areas and In other portions of the two MPO regions; and

WHEREAS, UNH Wildcat Transit receives capital and capital operating funding assistance under the federal Congestion Mitigation & Air Quality (CMAQ) program (which when awarded is granted under the FTA 5307 program), may receive capital funding assistance under the FTA 5339 Bus and Bus Facilities Program, and may also receive FTA 5307 capital funding assistance, as authorized for transfer by the NHDOT from the Boston UZA and other new programs that may become available; and

WHEREAS, the Rockingham MPO and Strafford MPO have transportation planning responsibilities overlapping the UNH Wildcat Transit service area, including performance target setting and reporting pursuant to 49 CFR 625;

NOW THEREFORE, this sub agreement memorializes the commitment of the Strafford MPO, Rockingham MPO, and UNH Wildcat Transit to coordinate and promote sound transportation planning as follows:

MPO Responsibilities

1. Incorporate key data, analyses, findings and recommendations pertaining to the provision of regional transit services in the multi-modal Rockingham MPO & SRPC Metropolitan Transportation Plans. Rockingham MPO and SRPC will seek the input of UNH Wildcat Transit recommendations in the development of their short and long-range Plans.
2. Incorporate transit projects into the Transportation Improvement Program. Rockingham MPO and SRPC will identify sources of funding, ensure that the projects are financially constrained, rank projects by regional priority, conduct air quality conformity analysis, and undertake a public participation process that meets Federal requirements.
3. Coordinate with UNH Wildcat Transit in setting performance targets related to transit asset management, safety performance, and other transit related performance measures as adopted by the MPOs.
4. Assist with data collection and analysis efforts necessary for various types of route level, system and regional planning. These include, but are not limited to, passenger counts, on-board passenger surveys, surveys of the general public, land use and demographic data, and system operating data.
5. Provide other technical assistance to the system as requested by UNH Wildcat Transit and mutually agreed upon by the two agencies.
6. Provide a forum for cooperative transportation planning and decision making, including establishing public involvement processes that a) ensure opportunities for the 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 and b) satisfy FTA requirements under 49 USC Section 5307 for public participation in the development of the Annual Program of Projects (POP) for local and regional transit providers and the NHDOT.

UNH Wildcat Transit Responsibilities

UNH Wildcat Transit shall be responsible for and shall be considered the lead agency in conducting the following transportation planning and programming activities:

1. Coordinate with and assisting the MPOs in the development and update of the Transit component(s) of each agency's 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. Provide information to the MPOs relative to the proposed programming of federal, state and local funds for metropolitan transit system improvements and services which fall under UNH Wildcat Transit's jurisdiction;
3. Provide data to the MPOs relative to the calculation of transit management, safety performance, and other transit related performance measures as adopted by the MPOs for target setting during the month in which UNH Wildcat Transit submits their targets to FTA;
4. Prepare and submit applications for state and federal mass transportation capital and capital operating assistance grants and administer in& approved grants;
5. Conduct preliminary engineering and final design studies relating to university and 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;
6. Conduct detailed operational planning necessary to establish or modify transit routes, schedules, fares, stop locations, transfer points, vehicle assignments, and other operations 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;
7. Seek MPO support with various transit technical assistance, coordination, or planning activities as resources in MPO biennial UPWPs allow;
8. Prepare and update paratransit service plans in conformance with the Americans with Disabilities Act of 1990;
9. Endorse or provide timely comment on the MPOs' transportation plans for use as a guide in local transit planning and programming activities;
10. Conduct planning for UNH Wildcat Transit's transit marketing program, including but not limited to the conduct of market surveys, the design of user information materials, and the development of transit promotion programs;
11. Conduct 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
12. Collect data to meet the requirements of Section 5335 of the Federal Transit Act (the National Transit Database) and make these data available to the NHDOT and MPOs as appropriate to their transit planning needs.
13. Consult with the MPOs at an early stage when preparing significant changes in routes, fares or schedules or when proposing major investments in their transit infrastructure.
14. Review, evaluate and provide timely recommendations to the MPOs regarding federally funded public transportation projects proposed in the region.

APPENDIX C.1. PERFORMANCE MEASURE SUB-AGREEMENTS
SUB-AGREEMENT BETWEEN NHDOT,
NEW HAMPSHIRE DEPARTMENT OF SAFETY,
NRPC, RPC, SNHPC, AND SRPC
Concerning the
COORDINATION OF SAFETY DATA AND TARGET SETTING FOR METROPOLITAN
PLANNING ORGANIZATIONS (MPOS)

WHEREAS, the Federal Highway Administration (FHWA) has established five performance measures related to Safety that require the Nashua Regional Planning Commission Metropolitan Planning Organization (Nashua MPO), Rockingham Planning Commission MPO (Rockingham MPO), Southern New Hampshire Planning Commission (Southern NH MPO), Strafford Regional Planning Commission (Strafford MPO) and the New Hampshire Department of Transportation (NHDOT) to coordinate on the establishment of targets to the maximum extent practicable; and

WHEREAS, the FHWA and the National Highway Traffic Safety Administration (NHTSA) have established that the NHDOT and the New Hampshire Department of Safety (NHDS) must set identical targets for the three common performance measures reported in the State's Highway Safety Plan and coordinated through the State's Strategic Highway Safety Plan; and

WHEREAS, the State of New Hampshire, through its Department of Transportation, has statutory responsibility to serve as the principal source of transportation planning in non-MPO regions of the State; and

WHEREAS, the NRPC, RPC, SNHPC and SRPC staff their respective MPOs; and

WHEREAS, the Nashua MPO, Rockingham MPO, Southern NH MPO, Strafford MPO and NHDOT agree that they will coordinate with each other to ensure consistency and transparency among their respective transportation planning policies and programs.

NOW THEREFORE, the following provisions of this Memorandum of Understanding are agreeable to all parties.

Roles, Responsibilities, and Deliverables

The FAST Act and subsequent federal rulemaking established five performance measures related to safety on the nation's highways. The measures are:

- Number of fatalities;
- Number of serious injuries;
- Rate of fatalities per 100 million vehicle miles traveled;
- Rate of serious injuries per 100 million vehicle miles traveled; and
- Number of non-motorized fatalities and serious injuries.

Federal regulations require that state departments of transportation (DOTs) shall establish and report annual targets related to each of these five performance measures by August 31 of each year in compliance with 23 CFR 490 Subpart B. MPOs shall either adopt and support state DOT targets or set their own targets specific to their planning areas by February 27 of each year or within 180 days of the establishment of NHDOT's targets. Annual targets will be compared to a five-year rolling average comprised of the five complete calendar years preceding the year the targets are due, where possible.

NHDOT Responsibilities

NHDOT shall be responsible for and shall be considered the lead agency in conducting the following activities:

1. Coordinate with the MPOs on setting state and regional performance targets.
2. Coordinate with NHDOS to ensure that the targets for the three common performance measures reported in the State's Highway Safety Plan (HSP) and coordinated through the State's Strategic Highway Safety Plan are identical.
3. Report performance targets to FHWA by August 31 of each year.
4. Inform MPOs of the five performance measure targets established for the state by August 31 of each year.
5. Provide the vehicle miles traveled for the five-year base period within the respective MPO boundaries to MPOs by August 31 of each year.
6. If requested, provide target setting guidance to MPOs should they decide to establish their own targets for one or more of the five performance measures.
7. Coordinate with NHDOS to make available an export of the crash "incident" data used for setting statewide serious injuries targets that includes the necessary information for the MPOs to query the number of people obtaining serious injuries in crashes in their regions (the crash number, date, time, municipality, number of serious injuries per crash, and basic location information).
8. Coordinate with NHDOS to make available an export of the crash "person" data to determine which of the individuals who sustained serious injuries were "non-motorized" travelers, defined by FHWA as pedestrians or pedal cyclists.

At the request of an MPO, NHDOT will:

- Provide Safety target adoption language for MPOs to incorporate into their Long Range Transportation Plans.
- Provide staff support during the Policy Committee meeting to assist with presenting the adoption of Safety targets.

MPO Responsibilities

The MPOs shall be responsible for and shall be considered the lead agencies in conducting the following activities:

1. Coordinate with the NHDOT and NHDOS on setting state and regional performance targets.
2. Have their Policy Committees formally adopt the five Safety targets through a Long Range Transportation Plan amendment within 180 days of the establishment of NHDOT's targets or by February 27 of each year.
3. Provide NHDOT a letter confirming action by their Policy Committee and the date of approval within 180 days of the establishment of NHDOT's targets or by February 27 of each year.

**APPENDIX C.2. PERFORMANCE MEASURE SUB-AGREEMENTS
SUB-AGREEMENT BETWEEN NHDOT, NRPC, RPC, SNHPC, AND SRPC**

**Concerning the
COORDINATION OF PAVEMENT AND BRIDGE CONDITION, AND TARGET SETTING
FOR METROPOLITAN PLANNING ORGANIZATIONS (MPOS)**

WHEREAS, the Federal Highway Administration (FHWA) has established four performance measures related to pavement condition that require the Nashua Regional Planning Commission Metropolitan Planning Organization (Nashua MPO), Rockingham Planning Commission MPO (Rockingham MPO), Southern New Hampshire Planning Commission (Southern NH MPO), Strafford Regional Planning Commission (Strafford MPO) and the New Hampshire Department of Transportation (NHDOT) to coordinate on the establishment of targets to the maximum extent practicable; and

WHEREAS, the State of New Hampshire, through its Department of Transportation, has statutory responsibility to serve as the principal source of transportation planning in non-MPO regions of the State; and

WHEREAS, the NRPC, RPC, SNHPC and SRPC staff their respective MPOs; and

WHEREAS, the Nashua MPO, Rockingham MPO, Southern NH MPO, Strafford MPO and NHDOT agree that they will coordinate with each other to ensure consistency and transparency among their respective transportation planning policies and programs.

NOW THEREFORE, the following provisions of this Memorandum of Understanding are agreeable to all parties.

Roles, Responsibilities, and Deliverables

The FAST Act and subsequent federal rulemaking established four performance measures related to pavement condition on the nation's highways and two related to bridge conditions. The measures are:

- Percent of pavements of the Interstate System in Good condition;
- Percent of pavements of the Interstate System in Poor condition;
- Percent of pavements of the Non-Interstate NHS System in Good condition; and
- Percent of pavements of the Non-Interstate NHS System in Poor condition
- Percentage of NHS bridges classified as in Good condition; and
- Percentage of NHS bridges classified as in Poor condition.

Federal regulations require that state departments of transportation (DOTs) shall establish and report 2 and 4-year targets related to each of these performance measures in compliance with 23 CFR 490.107, including the phase-in requirements. The Department is responsible for preparing the performance reports and to consider a reevaluation of targets at the mid-point of each 4-year performance period. Baseline performance reports are due by October 1, 2018 and subsequent reports every four years thereafter. MPOs shall either adopt and support state DOT targets or set their own 4-year targets specific to their planning areas within 180 days of the establishment of the State targets by NHDOT.

NHDOT Responsibilities

NHDOT shall be responsible for and shall be considered the lead agency in conducting the following activities:

1. Coordinate with the MPOs to the maximum extent possible on setting state performance targets.
2. Report performance targets to FHWA by October 1, 2018 and every 4 years thereafter.

3. Provide written notice to MPOs when NHDOT sets a performance target. The submission of a target to FHWA starts the 180-day time period for the MPOs to establish their own targets or support the state targets.
4. If requested, provide target setting guidance to MPOs should they decide to establish their own targets for one or more of the four performance measures.
5. Provide data used by NHDOT for statewide target setting and to evaluate progress in July of each year as well as subsets of the data based on planning area boundaries.

At the request of an MPO, NHDOT will:

- Provide pavement and/or bridge condition target adoption language for MPOs to incorporate into their Long Range Transportation Plans.
- Provide staff support during the Policy Committee meeting to assist with presenting the adoption of pavement condition targets.

MPO Responsibilities

The MPOs shall be responsible for and shall be considered the lead agencies in conducting the following activities:

1. Coordinate with the NHDOT on setting regional performance targets.
2. Have their Policy Committees formally adopt the four pavement condition targets and two bridge condition targets within 180 days of the establishment of the State's targets.
3. Provide NHDOT a letter confirming action by their Policy Committee and the date of approval within 180 days of the establishment of the State's targets.
4. Provide information to NHDOT regarding any known local or regional activities that will affect NHS pavement or bridge condition in state designated compact areas in August of each year.
5. If MPOs choose to develop their own target for any measure, they will provide NHDOT with any supplemental data they utilize in the target-setting process.

**APPENDIX C.3. PERFORMANCE MEASURE SUB-AGREEMENTS
SUB-AGREEMENT BETWEEN NHDOT, NRPC, RPC, SNHPC, AND SRPC
Concerning the
COORDINATION OF TRAVEL TIME RELIABILITY, CONGESTION, AND FREIGHT
MOVEMENT DATA AND TARGET SETTING FOR METROPOLITAN PLANNING
ORGANIZATIONS (MPOS)**

WHEREAS, the Federal Highway Administration (FHWA) has established six performance measures related to Travel Time Reliability and Freight Movement that require the Nashua Regional Planning Commission Metropolitan Planning Organization (Nashua MPO), Rockingham Planning Commission MPO (Rockingham MPO), Southern New Hampshire Planning Commission (Southern NH MPO), Strafford Regional Planning Commission (Strafford MPO) and the New Hampshire Department of Transportation (NHDOT) to coordinate on the establishment of targets to the maximum extent practicable; and

WHEREAS, the State of New Hampshire, through its Department of Transportation, has statutory responsibility to serve as the principal source of transportation planning in non-MPO regions of the State; and

WHEREAS, the NRPC, RPC, SNHPC and SRPC staff their respective MPOs; and

WHEREAS, the Nashua MPO, Rockingham MPO, Southern NH MPO, Strafford MPO and NHDOT agree that they will coordinate with each other to ensure consistency and transparency among their respective transportation planning policies and programs.

NOW THEREFORE, the following provisions of this Memorandum of Understanding are agreeable to all parties.

Roles, Responsibilities, and Deliverables

The FAST Act and subsequent federal rulemaking established six performance measures related to travel time reliability, congestion, and freight movement on the nation's highways. As the entire state of New Hampshire is currently in attainment for ozone, carbon monoxide and particulate matter, the three congestion measures do not apply here. The six measures are:

- Percentage of person-miles traveled on the Interstate that are reliable [23 CFR 490.507(a)(1)]
- Percentage of person-miles traveled on the non-Interstate NHS that are reliable [23 CFR 490.507(a)(2)]
- Truck Travel Time Reliability (TTTR) Index [23 CFR 490.607]
- Total Emission Reductions for applicable criteria pollutants [23 CFR 490.807] and for those MPOs that do not meet the criteria under 23 CFR 490.105(f)(6)(iii). [NOT APPLICABLE]
- Annual Hours of Peak-Hour Excessive Delay Per Capita [23 CFR 490.707(a)] [NOT APPLICABLE]
- Percent of non-Single Occupancy Vehicle Travel [23 CFR 490.707(b)] [NOT APPLICABLE]

Federal regulations require that state departments of transportation (DOTs) shall establish and report 2 and 4-year targets related to each of these performance measures in compliance with 23 CFR 490.107, including the phase-in requirements. The Department is responsible for preparing the performance reports and to consider a reevaluation of targets at the mid-point of each 4-year performance period. Baseline performance reports are due by October 1, 2018 and subsequent reports every four years thereafter. MPOs shall either adopt and support state DOT targets or set their own 4-year targets specific to their planning areas within 180 days of the establishment of the State targets by NHDOT.

NHDOT Responsibilities

NHDOT shall be responsible for and shall be considered the lead agency in conducting the following activities:

1. Coordinate with the MPOs to the maximum extent possible on setting state performance targets.
2. Report performance two-and four-year targets for Travel Time Reliability and Truck Travel Time Reliability on the Interstate System and four-year targets for Travel Time Reliability on the Non-Interstate National Highway System to FHWA by October 1, 2018 and every 4 years thereafter, with Mid Performance Period Progress Reports due October 1, 2020 and at the mid-point of each Performance Period going forward.
3. Provide written notice to MPOs when NHDOT sets a performance target. The submission of a target to FHWA starts the 180-day time period for the MPOs to establish their own targets or support the state targets.
4. If requested, provide target setting guidance to MPOs should they decide to establish their own targets for one or more of the four performance measures.
5. Provide data used by NHDOT for statewide target setting and to evaluate progress in July of each year as well as subsets of the data based on planning area boundaries.

At the request of an MPO, NHDOT will:

- Provide Travel Time Reliability and Truck Travel Time Reliability target adoption language for MPOs to incorporate into their Long Range Transportation Plans.
- Provide staff support during the Policy Committee meeting to assist with presenting the adoption of Travel Time and Truck Travel Time Reliability targets.

MPO Responsibilities

The MPOs shall be responsible for and shall be considered the lead agencies in conducting the following activities:

1. Coordinate with the NHDOT on setting regional performance targets.
2. Have their Policy Committees formally adopt the four-year Travel Time Reliability on the Interstate and Non-Interstate NHS and Truck Travel Time Reliability on the Interstate System targets within 180 days of the establishment of the State's targets.
3. Provide NHDOT a letter confirming action by their Policy Committee and the date of approval within 180 days of the establishment of the State's targets.
4. Provide information to NHDOT regarding any known local or regional activities that will affect travel time reliability in state designated compact areas in August of each year.
5. If MPOs choose to develop their own target for any measure, they will provide NHDOT with any supplemental data they utilize in the target-setting process.