



# SNHPC

## UNIFIED PLANNING WORK PROGRAM

### FY 2022 AND FY 2023

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

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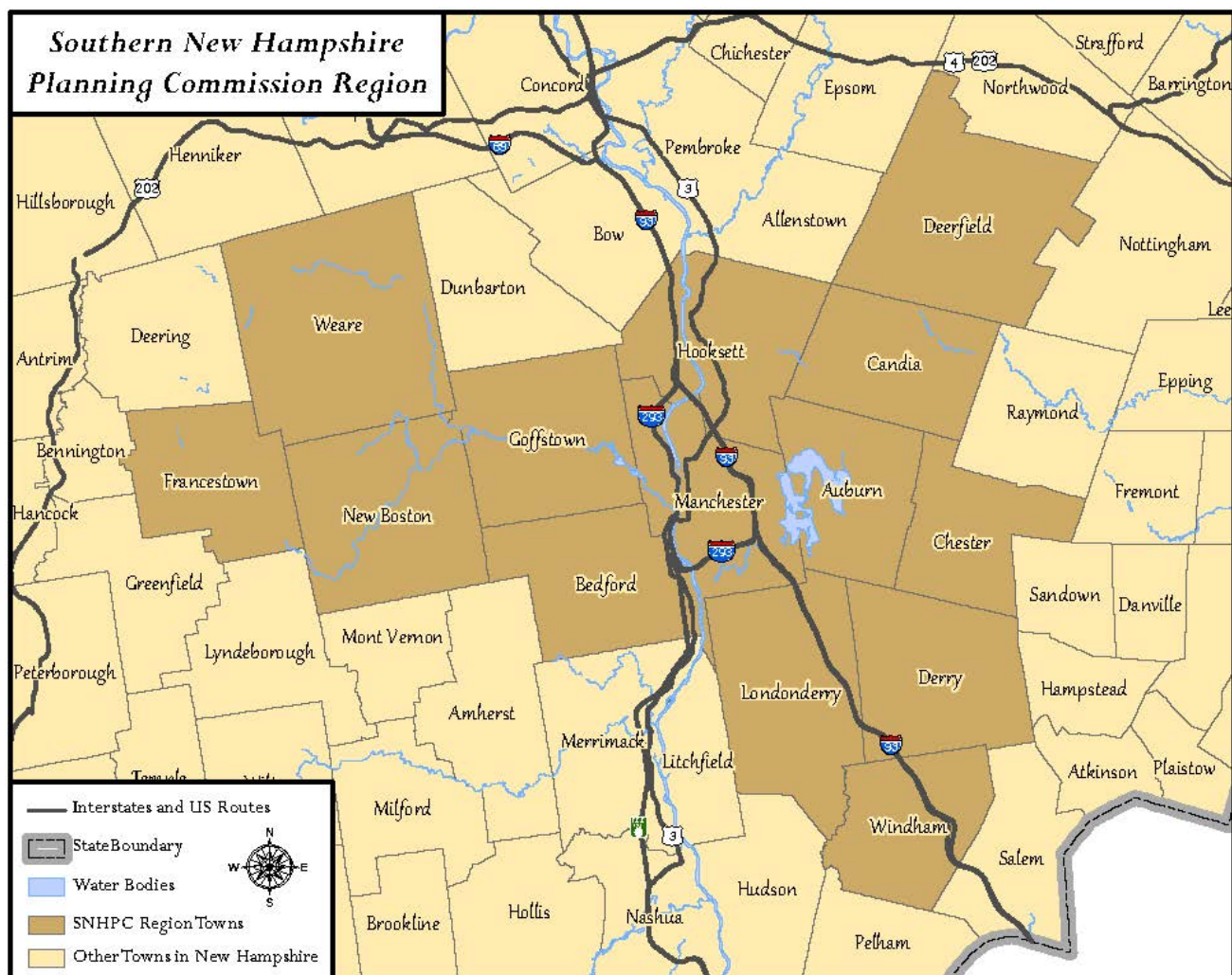
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## INTRODUCTION

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

The FY 2022 - FY 2023 Unified Planning Work Program (UPWP) for the SNHPC metropolitan planning area has been developed to meet the requirements of Fixing America's Surface Transportation Act (FAST) Act and the metropolitan transportation planning regulations codified in 23 CFR 450. This UPWP includes the description of all transportation planning activities that will be performed by the SNHPC during the fiscal years beginning July 1, 2021 and ending June 30, 2023 (i.e. State Fiscal Year 2022 and 2023). A map of the SNHPC region is shown in Exhibit 1 below.

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



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

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

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

<b>Planning Factor</b>		<b>Relevant SNHPC UPWP Task</b>
<b>1</b>	Support the economic vitality of the United States, the States, metropolitan areas, and nonmetropolitan areas, especially by enabling global competitiveness, productivity, and efficiency.	Task 212 (Freight Planning) Task 501 (Local Assistance) Task 502 (Statewide Assistance)
<b>2</b>	Increase the safety of the transportation system for motorized and non-motorized users.	Task 205 (TIP) Task 208 (MTP) Task 211 (Bicycle/Ped Planning) Task 501 (Local Assistance)
<b>3</b>	Increase the security of the transportation system for motorized and non-motorized users.	Task 207 (ITS) Task 211 (Bicycle/Ped Planning) Task 501 (Local Assistance) Task 502 (Statewide Assistance)
<b>4</b>	Increase accessibility and mobility of people and freight.	Task 205 (TIP) Task 206 (CMP) Task 208 (MTP) Task 212 (Freight Planning)
<b>5</b>	Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.	Task 202 (PEL) Task 204 (IAC) Task 208 (MTP) Task 209 (AQ Conformity)
<b>6</b>	Enhance the integration and connectivity of the transportation system, across and between modes throughout the State, for people and freight.	Task 203 (TPC) Task 212 (Freight Planning) Task 503 (LPA) Task 505 (RCC) Task 506 (Transit Assistance)
<b>7</b>	Promote efficient system management and operation.	Task 201 (Ten-Year Plan) Task 205 (TIP) Task 207 (ITS) Task 208 (MTP)
<b>8</b>	Emphasize the preservation of the existing transportation system.	Task 201 (Ten-Year Plan) Task 205 (TIP)
<b>9</b>	Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.	Task 202 (PEL) Task 402 (SADES) Task 504 (Special Projects)
<b>10</b>	Enhance travel and tourism.	Task 501 (Local Assistance) Task 502 (Statewide Assistance)

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

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

Planning Emphasis Area		Relevant UPWP Task
1	MPO UPWPs should continue to identify resources and work elements as necessary to ensure that [...] each MPO considers the Planning Factors and complies with all statewide and metropolitan planning and programming requirements consistent with timeframes established in legislation, rulemaking, and guidance.	Task 204 (IAC) Task 205 (TIP) Task 208 (MTP) Task 210 (State LRTP)
2	MPO UPWPs should include work elements and activities to continue to cooperatively develop and monitor measures and targets, and collect data in support of establishing baseline and targeted performance measures, consistent with performance-based planning requirements.	Task 205 (TIP) Task 208 (MTP) Task 401 (Traffic Counts) Task 402 (SADES)
3	NHDOT, New Hampshire's MPOs, transit operators and rural RPCs should continue to work collaboratively to ensure that set-aside, suballocation, and project selection requirements are implemented as required, and the collaboration needed to do so should be evident in the work programs.	Task 205 (TIP) Task 208 (MTP) Task 502 (Statewide Asst.) Task 506 (Transit Asst.)
4	MPO UPWPs should budget resources for the review, adjustment and incorporation of potential changes that will occur when Census 2020 information as described, becomes available.	Task 404 (Demographics) Task 502 (Statewide Asst.)
5	MPOs should include resources and work elements in their UPWPs that are necessary to support data collection and other system monitoring activities that will provide for an effective CMP consistent with requirements. CMP-related recommendations from FHWA/FTA TMA Certification Reviews and MPO Planning Reviews should be addressed as necessary to ensure appropriate scope of CMP efforts, and integration with the metropolitan planning and programming process.	Task 206 (CMP) Task 208 (MTP) Task 405 (Equipment/Software)
6	MPOs are encouraged to identify resources and work elements as necessary to develop and maintain state and metropolitan freight plans that assess the condition and performance of New Hampshire's critical freight network, and identify solutions to freight bottlenecks and other deficiencies.	Task 208 (MTP/PBP) Task 212 (Freight Planning) Task 502 (Statewide Asst.)
7	MPO UPWPs should identify resources and work elements as necessary to ensure that the STIP, metropolitan long-range transportation plans, and TIPs include financial plan documentation and processes that meet the above-referenced requirements and demonstrate financial constraint by year.	Task 205 (TIP) Task 208 (MTP/PBP)
8	Resources and work elements should continue to be identified to support the periodic updating of project scopes and estimates during the planning and programming stage of project development, and estimating tools that can be consistently utilized by RPCs/MPOs, municipalities, or other agencies for typical transportation projects during the planning stage should be developed.	Task 504A (On-call Engineering)
9	MPO UPWPs should continue to identify resources and work elements as necessary to ensure that metropolitan and statewide travel demand models are being maintained and used to provide technical support to New Hampshire's metropolitan and statewide planning processes, and are continuously improved, consistent with previous TMA Certification Review and MPO Planning Review recommendations.	Task 404 (Demographics) Task 406 (Model) Task 502 (Statewide Asst.)
10	MPO UPWPs must include resources and work elements as necessary to provide for complete traffic counting and other data for maintaining New Hampshire's statewide HPMS data. Resources identified to support the required traffic counting, pavement condition monitoring and other activities should be provided at a level that will ensure complete, timely and robust data collection in support of New Hampshire's statewide HPMS data.	Task 401 (Traffic Counts) Task 402 (SADES)

<b>11</b>	MPO UPWPs should identify resources and work elements as necessary to support effective project monitoring and the development of MPO annual listings of obligated highway, bike/pedestrian and transit projects, as well as work that will be required to provide complete and timely reporting required of all federal planning funding recipient and sub-recipient agencies.	Task 205 (TIP) Task 211 (Bicycle/Pedestrian) Task 506 (Transit Asst.)
<b>12</b>	MPOs are encouraged to include consideration of these [Climate Adaptation and Resilience] during the development of transportation plans and programs including the STIP and TIPs.	Task 202 (PEL) Task 205 (TIP) Task 208 (MTP)
<b>13</b>	MPO UPWPs [should] consider emerging CAV, TNC and micro-mobility technologies in the statewide and metropolitan planning process and long-range planning activities. NHDOT and New Hampshire's MPOs should explore opportunities to integrate emerging technologies into future planning and coordination activities with their many stakeholders.	Task 207 (ITS) Task 208 (MTP)

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

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

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



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

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**101 Invoices and Accounting**

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

FY 2022-FY 2023

Proposed Activities:

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

Products:

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

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**102 Program Administration**

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

FY 2022-FY 2023

Proposed Activities:

- Supervising transportation planning staff, conducting staff meetings to internally coordinate the completion of UPWP tasks, monitoring work assignments, reviewing UPWP-related deliverables prior to publication, and conducting annual performance reviews for transportation planning staff.
- Preparing and submitting any required revisions or amendments to the approved UPWP.
- Completing any applicable follow-up items to address recommendations from the SNHPC's FHWA/FTA MPO Review.
- Preparing for and participating in a mid-term review meeting to discuss the progress on UPWP-related tasks and deliverables with State and Federal partner agencies.
- Preparing and adopting any pertinent updates to the SNHPC MPO Prospectus.
- Preparing and adopting any applicable updates to interagency planning agreements based on 2020 U.S. Census urbanized area designations.
- Preparing and submitting the annual UPWP performance report.
- Preparing and submitting the FY 2024 – FY 2025 UPWP.



Products:

- Completed UPWP revisions (as necessary), amendments (as necessary), and annual performance reports (one per year). Documentation of planning and related program reviews (as necessary).
- Completed updates to interagency planning agreements based on 2020 U.S. Census urbanized area designations (as necessary).
- Completed transportation staff meetings to coordinate UPWP tasks, monitor work assignments, and review UPWP-related deliverables prior to publication (52 per year).
- Completed FY 2024 – FY 2025 UPWP.

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## 103 Training

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This task includes all activities related to the development and enhancement of staff transportation planning abilities, including GIS analysis, travel demand modeling, climate change/resilience, and other technical training related to transportation planning and project development. These activities are designed to ensure that SNHPC staff has access to up-to-date information and techniques required for the development and maintenance of an effective metropolitan planning process. All expenditures on training initiatives will occur in accordance with the Guidance on Use of FHWA Planning and Research Funds for Travel and Training, January 29, 2004 (updated 4/3/2017).

### FY 2022-FY 2023

Proposed Activities:

- Participating in webinars, conferences, workshops, and other activities related to subject matter relevant to the metropolitan transportation planning process. Such training activities may include, but are not limited to, the following as resources permit. Only conferences or training events with a transportation planning “track” or documentable transportation planning content shall be eligible for UPWP participation.
  - The Annual Conference of the American Planning Association (APA);
  - The Annual Conference of the Northern New England Chapter of the American Planning Association (NNECAPA);
  - The Annual Conference of the Association of Metropolitan Planning Organizations (AMPO);
  - The Annual Conference of the National Association of Regional Councils (NARC);
  - The Annual Conference of the National Association of City Transportation Officials (NACTO);
  - The Annual Conference of the National Association of Development Organizations (NADO);
  - The Northeast Passenger Transportation Association (NEPTA) Conference;
  - The Tri-State Transit Conference;
  - Training sessions on transportation planning-related topics organized by the NHDOT, FHWA, FTA, National Highway Institute, Transportation Research Board, Institute of Transportation Engineers, the University of New Hampshire Technology Transfer Center, or other transportation planning-related trade associations;
  - Other pertinent transportation-related training sessions as approved by the NHDOT Bureau of Planning and Community Assistance.

Products:

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

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## **104 ICR Adjustments**

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This task is intentionally vacant.

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## **105 Performance Based Planning**

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This task is intentionally vacant and is fully incorporated into Task 208.

# **200 POLICY AND PLANNING**

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

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## **201 Ten-Year Plan**

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This task includes all activities related to the biennial development of the Ten-Year Transportation Improvement Plan (TYP), including assistance to member communities in identifying potential projects. Staff will participate in activities related to the development of the FY 2023 – FY 2032 TYP and FY 2025-FY 2034 TYP during this UPWP period.

### FY 2022-FY 2023

#### Proposed Activities:

- Providing assistance to member communities and partner agencies in identifying and scoping potential Ten-Year Transportation Improvement Plan projects.
- Facilitating the regional process to evaluate and prioritize Ten-Year Transportation Improvement Plan projects in conjunction with the SNHPC TAC and MPO Policy Committee.
- Participating in Governor’s Advisory Commission on Intermodal Transportation (GACIT) hearings on the Ten-Year Transportation Improvement Plan.
- Continuing to coordinate with the NHDOT, FHWA, and other MPOs/RPCs to improve the integration of New Hampshire’s respective transportation planning processes (e.g. TIP, STIP, and Ten-Year Plan).

#### Products:

- Documentation of the SNHPC Ten-Year Transportation Improvement Plan project solicitation, evaluation, and prioritization process (once every two years).

- Program of prioritized FY 2023 – FY 2032 and FY 2025- FY 2034 Ten-Year Transportation Improvement Plan projects for the SNHPC region.
- Documentation of GACIT agendas, minutes, and other relevant meeting materials including TYP-related public hearing presentations prepared and delivered by the SNHPC (number of meetings dependent on GACIT hearing schedule).

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## **202 Planning & Environmental Linkages**

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

### FY 2022-FY 2023

#### Proposed Activities:

- Responding to Initial Contact Letters as requested by the NHDOT Bureau of Environment or other partners.
- Convening annual regional climate resiliency workshops including local, regional, State, and federal partner agencies to aid in incorporating climate change and resilience considerations into local and regional planning activities, preventative maintenance activities, and capital improvement programming.
- Utilizing the SNHPC Regional Vulnerability Assessment as the basis to develop a SNHPC Regional Action Plan for climate mitigation and adaptation, which would include the following:
  - Corridor-specific vulnerability and risk assessments of Federal aid-eligible highways related to climate change and extreme weather events;
  - Consideration of the impact of climate change and extreme weather events in planned and pending highway projects in the region;
  - Identification of projects or features to protect existing assets from impacts and damage associated with climate change and extreme weather events; and
  - Evaluation of potential impacts of climate change and extreme weather events on asset management cycles and life cycle costs.

#### Products:

- Documentation of responses to Initial Contact Letters (as requested by the NHDOT Bureau of Environment).
- Documentation of annual regional climate resiliency workshops (one per year).
- Completed SNHPC Regional Action Plan for climate mitigation and adaptation.

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## **203 Transportation Planners Collaborative**

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

## FY 2022-FY 2023

### Proposed Activities:

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

### Products:

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

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## **204 Interagency Consultation**

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

## FY 2022-FY 2023

### Proposed Activities:

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

### Products:

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

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## **205 Transportation Improvement Program**

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

## FY 2022-FY 2023

### Proposed Activities:

- Developing and adopting the SNHPC TIP on an anticipated biennial cycle, including the FY 2023-FY 2026 TIP.

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

Products:

- Adopted FY 2023-2026 SNHPC Transportation Improvement Program.
- Approved FY 2021-2024 and FY 2023-2026 TIP amendments and TIP administrative modifications (approx. 4 amendments and 24 administrative modifications during two-year UPWP period).
- Completion of Annual List of Obligated Projects in the SNHPC region for FY 2022 and FY 2023 (once per year).

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## **206 Congestion Management Process**

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

### FY 2022-FY 2023

Proposed Activities:

- Continuing to implement the Congestion Management Process for the SNHPC Region, including the following:
  - Coordinating with the Nashua Regional Planning Commission to ensure that all CMP-related federal requirements for the TMA are comprehensively addressed.
  - Improving the integration of the CMP into the SNHPC Metropolitan Transportation Plan.
  - Tracking and reporting on congestion-related performance measures detailed in the SNHPC Congestion Management Process.
  - Amending the SNHPC Congestion Management Process to incorporate recommendations or best practices as recommended by State or Federal partner agencies.

Products:

- Completed updates/amendments to the SNHPC CMP to integrate products from data collection, monitoring and evaluation activities, and recommendations from State or Federal partner agencies.

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## **207 Intelligent Transportation Systems**

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

### FY 2022-FY 2023

#### Proposed Activities:

- Developing amendments to the SNHPC ITS Architecture on an as needed basis to reflect current ITS practices and projects in the region.
- Coordinating with the NHDOT Bureau of Transportation Systems, Management, and Operations (TSMO) on regional and statewide ITS initiatives.

#### Products:

- Completed amendments to the SNHPC ITS Architecture on an as needed basis to reflect current ITS practices and projects in the region.

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## **208 Metropolitan Transportation Plan**

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This task includes activities related to the development, amendment, and modification of the SNHPC Metropolitan Transportation Plan. This task also includes the maintenance of the Transportation Chapter of the SNHPC Regional Comprehensive Plan.

### FY 2022-FY 2023

#### Proposed Activities:

- Developing pertinent amendments and updates to the FY 2021-2045 SNHPC Metropolitan Transportation Plan, with emphasis on the following items:
  - Evaluating and reporting of federally-required performance measures in the Metropolitan Transportation Plan through the SNHPC Regional System Performance Report.
  - Improving the integration of the SNHPC Congestion Management Process and SNHPC ITS Architecture into the Metropolitan Transportation Plan.
  - Enhancing the consideration of freight transportation and related projects into the SNHPC Metropolitan Transportation Plan.
  - Continuing to enhance and improve the transparency of the fiscal constraint analysis underlying the Metropolitan Transportation Plan.
  - Incorporation of content and strategies related to regional Connected and Automated Vehicle (CAV), Transportation Network Company (TNC) and micro-mobility technology considerations into the Metropolitan Transportation Plan.
  - Consulting with the NHDOT's Natural and Cultural Resources Committees on the environmental mitigation components of the SNHPC Metropolitan Transportation Plan to inform preliminary screening of alternatives.

- Evaluating and incorporating any necessary updates to the Transportation Chapter of the SNHPC Regional Comprehensive Plan.

Products:

- Completed updates/amendments to the FY 2021-2045 SNHPC Metropolitan Transportation Plan.
- Updated Transportation Chapter of the SNHPC Regional Comprehensive Plan.

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## **209 Transportation Air Quality Conformity**

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

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

### FY 2022-FY 2023

Proposed Activities:

- Collaborating with NHDES, NHDOT, and federal partner agencies to monitor air quality designations in the SNHPC region.
- Completing planning-level conformity analyses as necessary to support SNHPC metropolitan planning products.

Products:

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

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

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



## FY 2022-FY 2023

### Proposed Activities:

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

### Products:

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

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## **211 Bicycle/Pedestrian Planning**

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

## FY 2022-FY 2023

### Proposed Activities:

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

### Products:

- Documentation of CSAC agendas, minutes, and other relevant meeting materials (approx. 8 meetings per year).
- Documentation of RTCC, Manchester Connects Committee, and Bike Manchester agendas, minutes, and other relevant meeting materials (approx. 12 meetings per year).
- Summary reports for bicycle/pedestrian count data collected in the SNHPC region (approx. 24 counts per year).
- Documentation of outreach materials for New Hampshire Bike/Walk to Work Day activities in the SNHPC region (one event per year).

- Documentation of completed update to the SNHPC Regional Complete Streets Toolkit.

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## **212 Freight Planning**

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

FY 2022-FY 2023

Proposed Activities:

- Organizing and facilitating annual regional freight stakeholder workshops comprised of ground, rail, and air freight stakeholders, municipal representatives, and State and Federal partner agencies to discuss freight transportation needs and bottlenecks in the region.
- Identifying and considering solutions to freight bottlenecks in the SNHPC region.
- Reviewing and providing feedback on freight plans and programs developed by NHDOT and/or the State Freight Advisory Committee.

Products:

- Documentation of annual regional freight stakeholder workshops (one per year).
- Documentation of strategies identified to address regional freight bottlenecks.

## **300 PUBLIC INVOLVEMENT AND COORDINATION**

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

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### **301 Technical Advisory Committee**

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

FY 2022-FY 2023

Proposed Activities:

- Preparing for and participating in monthly SNHPC Technical Advisory Committee meetings, including the distribution of meeting notices, agendas, staff reports, minutes, and presentations.
- Preparing for and participating in neighboring RPC Technical Advisory Committee meetings to coordinate on transportation-related matters of inter-regional significance.

Products:

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

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

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

FY 2022-FY 2023

Proposed Activities:

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

Products:

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

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## **303 Public Involvement Plan**

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This task includes all activities related to the development and maintenance of the SNHPC Public Participation Plan and Title VI Policy to incorporate current practices, technological innovations and ensure full compliance with regulatory requirements. The SNHPC will actively coordinate with other organizations that provide services to low income and minority populations, including persons/groups with Limited English Proficiency (LEP).

FY 2022-FY 2023

Proposed Activities:

- Developing updates/amendments to the SNHPC Public Participation Plan to incorporate current practices and technological innovations, ensure full compliance with regulatory requirements, and address any recommendations from State or Federal partner agencies.
- Developing updates/amendments to the SNHPC Title VI Policy to incorporate current practices and technological innovations, ensure full compliance with regulatory requirements, and address any recommendations from State or Federal partner agencies.

Products:

- Completed updates/amendments to the Public Participation Plan for the SNHPC Region.
- Completed updates/amendments to the Title VI Policy for the SNHPC Region.

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## **304 Public Outreach**

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This task includes activities related to the dissemination and exchange of information to the public and between regional stakeholders involved in the MPO transportation planning process. Special emphasis in this task will be placed on ensuring continued engagement via virtual public involvement techniques due to the COVID-19 pandemic.

### FY 2022-FY 2023

Proposed Activities:

- Incorporating updated transportation project information, meeting materials, and planning products on the SNHPC website and social media accounts.
  - Posting meeting minutes and materials within statutory timelines.
- Developing transportation-related content for publication in newsletters, social media, public television, and regularly-scheduled “Media Blast” and “Sustainable Newsflash” electronic bulletins.
- Developing presentations and conducting outreach to municipalities and local, regional, and statewide organizations, committees, and partner agencies about transportation-related matters to raise awareness of and engagement in the SNHPC metropolitan transportation planning process.
- Conducting targeted outreach to engage low-income, minority, and Limited English Proficiency populations in the metropolitan transportation planning process.
  - Translating key public notices and metropolitan transportation planning products into Spanish.
- Publishing required public notices related to the transportation planning process in local newspapers, electronically on the SNHPC website, and on social media in a manner that is consistent with federal requirements and the SNHPC Public Participation Plan.
- Maintaining membership/rules of procedure for transportation-related committees on an as-needed basis.
- Incorporating virtual public involvement techniques to enhance public engagement opportunities of the SNHPC metropolitan transportation planning process based on lessons learned during the COVID-19 pandemic.

Products:

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

- Documentation of Spanish translations of public notices or other metropolitan transportation planning products.

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### **305 MPO Policy Committee**

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

#### FY 2022-FY 2023

##### Proposed Activities:

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

##### Products:

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

## **400 PLAN SUPPORT**

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

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### **401 Traffic Counts**

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This task includes all activities related to the completion of the SNHPC regional traffic counting program. The SNHPC regional traffic counting program includes approximately 400-450 counts annually to support state Highway Performance Monitoring System (HPMS) reporting and the regional travel demand model.

#### FY 2022-FY 2023

##### Proposed Activities:

- Conducting short-term ATR counts at approximately 200 locations around the SNHPC region annually as necessary to support the NHDOT's Highway Performance Monitoring System (HPMS) reporting.

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

Products:

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

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## **402 SADES Data Collection**

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This includes work related to the collection of data supporting the Statewide Asset Data Exchange System (SADES). SADES-related data collection includes culvert inventories at stream crossing locations, pedestrian infrastructure inventories, and Road Surface Management System (RSMS) development. RSMS development is typically included as a Task 504 activity rather than a Task 402 activity.

### FY 2022-FY 2023

Proposed Activities:

- Collecting stream crossing culvert inventory data in support of statewide efforts being led by the NHGS/NHDES.
- Coordinating with a SNHPC municipality to collect pedestrian infrastructure inventory data utilizing the SADES framework.

Products:

- Completed stream crossing inventory data (approx. 60 locations per year).
- Completed pedestrian infrastructure inventory (one municipality).

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## **403 Geographic Information System**

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

### FY 2022-FY 2023

Proposed Activities:

- Completing transportation-related cartographic requests received from SNHPC municipalities and partner agencies.

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

Products:

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

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## **404 Demographics**

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This task includes all activities related to the development, compilation, analysis, and reporting of demographic information to support the MPO transportation planning program and travel demand model. The objective of this task is to provide current and projected estimates of socioeconomic conditions in the region essential to the MPO transportation planning program. This task also includes required metropolitan transportation planning items that will result from the finalization of the 2020 United States Census.

### FY 2022-FY 2023

Proposed Activities:

- Collecting regional land use data through review of municipal building and occupancy permits. Site and subdivision plans may also be reviewed and supplemented by field verification.
- Completing a 20-year dwelling unit projection, in consultation with municipal planning boards and staff, for use in regional transportation planning activities and the regional travel demand model.
- Developing population projections for the region in consultation with the NH Office of Strategic Initiatives (NHOSI) and updating population estimates by Traffic Analysis Zone to ensure reasonableness.
- Maintaining employment projections for the region in consultation with the NHOSI and NH Employment Security (NHES).
- Coordinating with NHDOT, FHWA, and New Hampshire MPOs on urbanized area (UZA) boundary smoothing resulting from the 2020 U.S. Census.
- Coordinating with NHDOT, FHWA, and New Hampshire MPOs on roadway functional classification re-evaluations resulting from the 2020 U.S. Census.
- Coordinating with NHDOT, FHWA, and New Hampshire MPOs on the incorporation of any newly-designated MPOs or Transportation Management Areas (TMAs) resulting from the 2020 U.S. Census.



Products:

- Updated Land Use Data for the SNHPC region (one completed update in two-year UPWP period).
- Updated Dwelling Unit Projections for the SNHPC region (one completed update in two-year UPWP period).
- Updated Population Projections for the SNHPC region (one completed update in two-year UPWP period).
- Updated Employment Projections for the SNHPC region (one completed update in two-year UPWP period).
- Documentation related to the SNHPC's participation in urban boundary smoothing activities resulting from the 2020 U.S. Census.
- Documentation related to the SNHPC's participation in roadway functional classification re-evaluation activities resulting from the 2020 U.S. Census.

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## **405 Equipment**

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

### FY 2022-FY 2023

Proposed Activities:

- Procuring, maintaining, repairing, and/or replacing Automatic Traffic Recorders as necessary to support the SNHPC regional traffic counting program.
- Procuring, maintaining, repairing, and/or replacing Bicycle/Pedestrian Traffic Recorders as necessary to support the SNHPC bicycle/pedestrian counting program.
- Procuring supplies necessary to implement the SNHPC regional traffic counting program including, but not limited to, tubes, hardware, batteries, locks, chains, and mastic tape.
- Procuring and maintaining software necessary to complete the SNHPC regional traffic counting program including, but not limited to, traffic count processing software.
- Procuring and maintaining software necessary for the function of the SNHPC regional travel demand model, including GIS software.
- Procuring, maintaining, repairing, and/or replacing computers used exclusively by SNHPC transportation planning staff.
- Maintaining a subscription to NPMRDS analytics and enhanced data tools through a cost sharing agreement with other New Hampshire MPOs and RPCs.
- Participating with other New Hampshire MPOs and RPCs in cost sharing arrangements associated with a statewide trip planner, logger, and challenge software platform that manages and promotes commuter transportation options.

Products:

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

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## **406    Transportation Model**

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This task includes activities related to the development and maintenance of the SNHPC regional travel demand model. The SNHPC regional travel demand model is currently calibrated to a 2015 base year and 2045 horizon year. Pursuant to federal requirements and the SNHPC's Memorandum of Understanding with the CNHRPC, the towns of Bow, Pembroke, Allenstown, and Dunbarton are included in the model to ensure complete coverage of the Manchester Urbanized Area.

### FY 2022-FY 2023

#### Proposed Activities:

- Maintaining the SNHPC regional travel demand model with a 2015 base year and 2045 horizon year, and continue to include the towns of Bow, Pembroke, Allenstown, and Dunbarton in the model.
- Beginning the process to update the SNHPC regional travel demand model to a 2020 base year and 2050 horizon year.
- Coordinating with other New Hampshire MPOs to consider ways to consolidate existing regional travel demand models into a unified model.

#### Products:

- Maintained SNHPC regional travel demand model.

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

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

### FY 2022-FY 2023

#### Proposed Activities:

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

#### Products:

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

## **500 TECHNICAL ASSISTANCE AND SUPPORT**

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

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

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

FY 2022-FY 2023

Proposed Activities:

- Reviewing and providing comment letters on traffic impact analyses for site plans, subdivisions, and developments of regional impact at the request of SNHPC municipalities.
- Providing assistance to SNHPC municipalities and partner agencies in the development of project-level transportation-related grant applications.
- Providing technical assistance to municipalities in the SNHPC region in the development and implementation of Complete Streets “pop-up” planning pilot projects.
- Providing transportation-related training or updates to municipal staff and municipal boards/committees in the SNHPC region.
- Providing technical assistance to SNHPC municipalities and partner agencies on the development and implementation of complete streets projects and policies.
- Providing technical assistance to the General John Stark Scenic Byway Council, the Upper Lamprey Scenic Byway Council, and the Frost/Stagecoach Scenic Byway Council in the development and implementation of scenic byway projects.
- Completing studies of Local Trip Generation Rates to supplement the ITE Trip Generation Manual and develop a database of local trip generation data.
- Identifying and analyzing high-crash locations in the SNHPC region and assisting communities in pursuing Road Safety Audits (RSA) to demonstrate eligibility for Highway Safety Improvement Program (HSIP) funding.
- Identifying and analyzing locations with significant non-motorized crashes in the SNHPC region and assisting communities in pursuing bicycle and pedestrian safety audits through coordination with the NHDO Bureau of Highway Design.
- Soliciting, developing, and updating Signal Warrant Studies to evaluate un-signalized intersections throughout the SNHPC region. If signals are found to be warranted, preliminary signal timing plans including consideration of signal progression will be developed.
- Providing on-call transportation-related technical assistance to the SNHPC municipalities and partner agencies upon request.

Products:

- Completed comment letters on traffic impact analyses related to site plans, subdivisions, and developments of regional impact (as requested and designated by communities).

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

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## **502 Statewide Assistance**

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

### FY 2022-FY 2023

#### Proposed Activities:

- Participating on and providing technical assistance to the New Hampshire Transportation Council.
- Participating on and providing technical assistance to the Alliance for Healthy Aging (AHA) Transportation Committee.
- Participating with the NHDOT and other Regional Planning Commissions on the development of an updated statewide Household Travel Survey or the cooperative purchase of a third-party dataset that may be used in place of a Household Travel Survey.
- Participating on and providing technical assistance to the Complete Streets Coalition, Transport New Hampshire, the New Hampshire Transit Association, and other interregional or statewide transportation advocacy groups.
- Providing analysis and testimony on transportation-related state legislation upon request, provided that there is no formal endorsement or opposition to legislation.
- Coordinating statewide Scenic Byway technical assistance and volunteer recruitment efforts and convening periodic statewide Scenic Byway forums.
- Coordinating on transportation issues of statewide significance with other Regional Planning Commissions through monthly RPC Executive Directors meetings.
- Participating on and providing technical assistance to the I-93 Transportation Demand Management (TDM) Committee and other Incident Management Steering Committee.
- Reviewing reports, guidebooks, proposed rulemakings, and other state and federal transportation planning policy documents.
- Providing technical assistance to the NHDOT, NHDES, FHWA, FTA, or other state or federal transportation agencies upon request.
- Continuing participation in the Partnering for Performance NH workgroup to coordinate on the incorporation of performance measures into the metropolitan planning process.

#### Products:

- Documentation of agendas, minutes, and other relevant materials for the New Hampshire Transportation Council (approx. 12 meetings per year).

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

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

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

### FY 2022-FY 2023

#### Proposed Activities:

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

#### Products:

- Documentation of LPA project applications from SNHPC communities and regional partner agencies (approx. 2-4 applications per program solicitation).
- Program of prioritized TAP and CMAQ projects for the SNHPC region, and documentation of the regional evaluation and prioritization process (once per program solicitation).

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## **504 Special Projects**

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

### FY 2022-FY 2023

#### Proposed Activities:

- Organizing and completing special transportation projects in the SNHPC region undertaken with the approval of the NHDOT Bureau of Planning and Community Assistance. Such projects may include, but not be limited to, the following:

- Assisting municipalities in updating their Master Plan transportation chapters.
- Completing local Road Surface Management Systems (RSMS) at the request of SNHPC municipalities.
- Updating transportation-related elements of the Regional Housing Needs Assessment.
- Implementing “Slow Street” pilot projects at the request of SNHPC municipalities.
- Coordinating a process to collect and publish photo/imagery documentation for recreational trails.
- Coordinating a process to identify and assess potential locations for future multi-modal transportation facilities in the region.
- Providing MS4 technical assistance to municipalities for transportation-related stormwater issues.
- Scoping, developing, and updating local transportation studies, including but not limited to, access management plans and corridor studies at the request of SNHPC municipalities and partner agencies.

Products:

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

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## **505 Regional Coordinating Councils**

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This task includes activities related to the staffing and administration of Region 8/9 Coordinating Councils (RCC) for Community Transportation. This task also includes the development and maintenance of the Region 8/9 Transportation Coordination Plan.

### FY 2022-FY 2023

Proposed Activities:

- Preparing for and participating in bi-monthly meetings of the Region 8/9 Coordinating Council, including the distribution of meeting notices, agendas, staff reports, minutes, and presentations.
- Coordinating Section 5310 lead agency activities in Region 8/9 as designated by the Regional Coordinating Council.
- Coordinating with the Rockingham Planning Commission to prepare any necessary updates to the Region 8/9 Transportation Coordination Plan.
- Preparing for and participating in monthly meetings of the State Coordinating Council for Community Transportation.

Products:

- Documentation of agendas, minutes, and other relevant materials related to the Region 8/9 Coordinating Council (approx. six meetings per year).
- Completion of Section 5310 reporting for the Region 8/9 Coordinating Council (monthly).
- Updated Region 8/9 Transportation Coordination Plan.
- Documentation of agendas, minutes, and other relevant materials for the State Coordinating Council for Community Transportation (12 meetings per year).

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## **506 Transit Assistance**

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

### FY 2022-FY 2023

#### Proposed Activities:

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

#### Products:

- Documentation of agendas, minutes, and other relevant materials for the MTA Commission (approx. 12 meetings per year).
- Documentation of agendas, minutes, and other relevant materials for the CART Advisory Committee (approx. 12 meetings per year).
- Completed evaluation and reporting on transit performance measures in the SNHPC region (once every two years).
- Updated Short-Range Transit Plan for MTA/CART (once during FY 2022-2023 UPWP period).
- Updated capital and financial plans for MTA/CART (upon request).
- Updated route maps for MTA/CART (upon request).
- Completed grant applications for capital and operating funding for MTA/CART (annually).

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

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This task includes activities related to ridesharing, public transit, bicycle and pedestrian commuting transportation alternatives. Thour coordination with statewide partners, the SNHPC will promote transportation options and share resources and expertise in advocating, coordinating and promoting sound Travel Demand Management (TDM) measures.



## FY 2022-FY 2023

### Proposed Activities:

- Coordinating efforts to form a Transportation Management Association (TMA) serving the SNHPC region.
- Conducting TDM-related data collection and analysis that supports the reduction of single-occupant vehicle use. These efforts may include surveys of employers or the general public, analysis of ACS data and calculation of VMT and associated savings from implementation of employee incentives.
- Continuing development of TDM assistance projects/programs and outreach materials in the Southern New Hampshire region in conjunction with activities related to the statewide *CommuteSmart New Hampshire* program.
- Encouraging and enhancing employer participation in TDM projects and programs.

### Products:

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

## APPENDIX A- UPWP FINANCIAL SUMMARY

	FY 2022-2023 UPWP Tasks	FY 2022-2023 UPWP Budget						
		SNHPC Hours	SNHPC Labor	SNHPC Direct Expenses	Federal Share (80%)	NHDOT Match (10% Toll Credits)	SNHPC Match (10% Cash)	Total
CATEGORY 100	101 - Invoices & Accounting	960	\$76,800	\$0	\$61,440	\$7,680	\$7,680	\$76,800
	102 - Program Administration	1100	\$88,000	\$650	\$70,920	\$8,865	\$8,865	\$88,650
	103 - Training	320	\$25,600	\$4,850	\$24,360	\$3,045	\$3,045	\$30,450
	104 - VACANT	0	\$0	\$0	\$0	\$0	\$0	\$0
	105 - VACANT	0	\$0	\$0	\$0	\$0	\$0	\$0
	CATEGORY 100 SUBTOTAL	2,380	\$190,400	\$5,500	\$156,720	\$19,590	\$19,590	\$195,900
CATEGORY 200	201 - Ten-Year Plan (TYP)	600	\$48,000	\$500	\$38,800	\$4,850	\$4,850	\$48,500
	202 - Land Use & Environmental Linkages	420	\$33,600	\$500	\$27,280	\$3,410	\$3,410	\$34,100
	203 - Transportation Planners Collaborative	48	\$3,840	\$100	\$3,152	\$394	\$394	\$3,940
	204 - Interagency Consultation	96	\$7,680	\$100	\$6,224	\$778	\$778	\$7,780
	205 - Transportation Improvement Program	720	\$57,600	\$1,500	\$47,280	\$5,910	\$5,910	\$59,100
	206 - Congestion Management Process	200	\$16,000	\$0	\$12,800	\$1,600	\$1,600	\$16,000
	207 - Intelligent Transportation Systems	100	\$8,000	\$200	\$6,560	\$820	\$820	\$8,200
	208 - Metropolitan Transportation Plan	800	\$64,000	\$1,000	\$52,000	\$6,500	\$6,500	\$65,000
	209 - Transportation Conformity	20	\$1,600	\$0	\$1,280	\$160	\$160	\$1,600
	210 - State Long-Range Transportation Plan	60	\$4,800	\$100	\$3,920	\$490	\$490	\$4,900
	211 - Bicycle/Pedestrian Planning	1080	\$86,400	\$1,500	\$70,320	\$8,790	\$8,790	\$87,900
	212 - Freight Planning	100	\$8,000	\$200	\$6,560	\$820	\$820	\$8,200
CATEGORY 200 SUBTOTAL	4,244	\$339,520	\$5,700	\$276,176	\$34,522	\$34,522	\$345,220	
CATEGORY 300	301 - Technical Advisory Committee	880	\$70,400	\$250	\$56,520	\$7,065	\$7,065	\$70,650
	302 - Planning Commissions/Committee Meetings	260	\$20,800	\$100	\$16,720	\$2,090	\$2,090	\$20,900
	303 - Public Involvement Plan	240	\$19,200	\$300	\$15,600	\$1,950	\$1,950	\$19,500
	304 - Public Outreach	1200	\$96,000	\$8,500	\$83,600	\$10,450	\$10,450	\$104,500
	305 - Policy Committee	840	\$67,200	\$500	\$54,160	\$6,770	\$6,770	\$67,700
	306 - VACANT	0	\$0	\$0	\$0	\$0	\$0	\$0
	CATEGORY 300 SUBTOTAL	3,420	\$273,600	\$9,650	\$226,600	\$28,325	\$28,325	\$283,250
CATEGORY 400	401 - Traffic Counts	1640	\$131,200	\$2,600	\$107,040	\$13,380	\$13,380	\$133,800
	402 - SADES Data Collection	440	\$35,200	\$1,000	\$28,960	\$3,620	\$3,620	\$36,200
	403 - Geographic Information System	600	\$48,000	\$0	\$38,400	\$4,800	\$4,800	\$48,000
	404 - Demographics	700	\$56,000	\$1,000	\$45,600	\$5,700	\$5,700	\$57,000
	405 - Equipment	80	\$6,400	\$53,000	\$47,520	\$5,940	\$5,940	\$59,400
	406 - Transportation Model	400	\$32,000	\$0	\$25,600	\$3,200	\$3,200	\$32,000
	407 - Memberships, Subscriptions, and Professional Costs	0	\$0	\$7,000	\$5,600	\$700	\$700	\$7,000
	CATEGORY 400 SUBTOTAL	3,860	\$308,800	\$64,600	\$298,720	\$37,340	\$37,340	\$373,400
CATEGORY 500	501 - Local & Regional Assistance	2400	\$192,000	\$3,000	\$156,000	\$19,500	\$19,500	\$195,000
	502 - Statewide Assistance	1600	\$128,000	\$2,000	\$104,000	\$13,000	\$13,000	\$130,000
	503 - Local Public Agency Program Support	200	\$16,000	\$200	\$12,960	\$1,620	\$1,620	\$16,200
	504 - Special Projects	1375	\$110,000	\$3,232	\$90,586	\$11,323	\$11,323	\$113,232
	504A- On-call Engineering	0	\$0	\$75,000	\$60,000	\$7,500	\$7,500	\$75,000
	505 - Regional Coordinating Councils	800	\$64,000	\$1,000	\$52,000	\$6,500	\$6,500	\$65,000
	506 - Transit Assistance	880	\$70,400	\$500	\$56,720	\$7,090	\$7,090	\$70,900
	507 - Transportation Demand Management	280	\$22,400	\$0	\$17,920	\$2,240	\$2,240	\$22,400
	CATEGORY 500 SUBTOTAL	7,535	\$602,800	\$84,932	\$550,186	\$68,773	\$68,773	\$687,732
TOTAL		21,439	\$1,715,120	\$170,382	\$1,508,402	\$188,550	\$188,550	\$1,885,502

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

The Southern New Hampshire Planning Commission is engaged in a number of federally-funded transportation planning efforts that are not funded with metropolitan transportation planning funds. This section of the UPWP contains a listing of federally-funded transportation planning efforts that are anticipated to occur during the performance period of the FY 2022–2023 UPWP. This section may be amended as necessary to include additional planning studies.

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### B-1 CTAP Phase 3- Statewide TDM Planning

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#### Funding Sources:

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

#### Project Cost:

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

#### Project Summary:

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

#### Scope of Work:

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

- Assist employers and employees in signing up for ride-matching services and provide follow-up services as needed/requested;
- Conduct employer site assessments to develop and implement strategies on improving employer and employee transportation options;
- Provide geocoding, mapping and survey services to assist employers to manage parking and traffic and connect employees to services;
- Provide trip planning assistance to employees;
- Assist employers with establishing preferred parking, transit pass, parking cash out, alternative/flex scheduling and tax benefit programs for employees;
- Assist employers and employees in establishing and growing vanpool programs;
- Conduct park and ride and bike/pedestrian counts to identify and track trends; and
- Develop/support and promote emergency ride home programs.

#### Timeframe:

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

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## **B-2 Region 8/9 Coordinating Council - FY 2022-2023 Section 5310 Lead Agency**

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### Funding Sources:

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

### Project Cost:

- \$364,464 per year in both FY 2022-2023

### Project Summary:

The project involves the provision of demand response transportation services for senior citizens and persons with disabilities from Region 8/9 Coordinating Council municipalities to essential service and non-emergency medical destinations in the Greater Manchester and Greater Derry-Salem area. At the request of the Region 8/9 Coordinating Council, the SNHPC serves as the designated lead agency for the administration of Section 5310 funding on behalf of the Council.

### Scope of Work:

- Operation of community-wide demand response transportation service five days per week in the Town of Goffstown provided by the Manchester Transit Authority.
- Operation of community-wide demand response transportation service five days per week in the Town of Hooksett provided by the Manchester Transit Authority.
- Operation of “Nutrition Shuttle” transportation service five days per week to congregate meal sites in the towns of Derry and Londonderry by the Manchester Transit Authority (branded as CART).
- Operation of transportation services to the Vic Geary Senior Center in the Town of Plaistow provided by Rockingham Nutrition Meals on Wheels.
- Operation of regional demand response transportation services provided by Easter Seals of New Hampshire.
- Operation of a call center and demand response service coordination/dispatching system provided by Easter Seals of New Hampshire.
- Coordination of a volunteer driver recruitment and oversight program provided by the Catholic Charities of New Hampshire d/b/a The CareGivers.

### Timeframe:

- This project is anticipated to begin on or about July 1, 2021 and end on or about June 30, 2023.