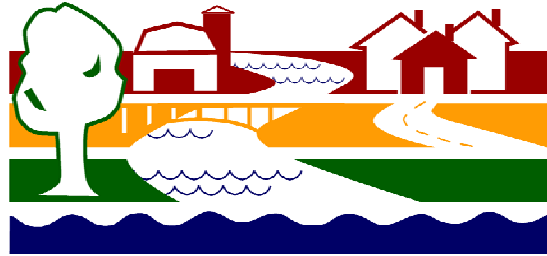


Strafford



REGIONAL PLANNING
C O M M I S S I O N

FISCAL-YEAR 2012-2013 UNIFIED PLAN WORKING PROGRAM

Strafford Metropolitan Planning Organization

“This report was funded in part through grant[s] from the Federal Highway Administration [and Federal Transit Administration], U.S. Department of Transportation. The views and opinions of the authors [or agency] expressed herein do not necessarily state or reflect those of the U. S. Department of Transportation.”

Draft 3/7

TABLE OF CONTENTS

Endorsements 3

List of Abbreviations 4

SMPO Communities and Organizations 6

Introduction..... 7

SMPO Funding Sources for the 2012-2013 UPWP..... 8

Purpose & Contents of the UPWP 9

**Federal Highway Administration (FHWA) & Federal Transit Administration (FTA)
Planning Emphasis Areas (PEA)..... 15**

Organization of the UPWP 20

Scope of Work for Upwp categories and tasks..... 21

Category 100: Administration..... 21

Category 200: Policy & Planning..... 25

Category 300: Public Involvement & Coordination..... 32

Category 400: Plan Support 39

Category 500: Technical Assistance & Support..... 45

UPWP Task Schedule 54

Budget 58

Regional transportation projects not included in the upwp 59

ENDORSEMENTS

ORGANIZATION/AGENCY _____ DATE OF ENDORSEMENT

SMPO – Policy Committee

SMPO – Technical Advisory Committee

March 4, 2011

New Hampshire Department of Transportation

LIST OF ABBREVIATIONS

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

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

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

INTRODUCTION

The Unified Planning Work Program (UPWP) of the Strafford Metropolitan Planning Organization (SMPO) identifies the planning priorities and work activities that SMPO will address during the program period. The development of the UPWP is required as part of the Continuing, Comprehensive, and Cooperative (3c's) metropolitan planning process and specifically the Metropolitan Planning Rules (23 CFR 450:314). The unified aspect of the document, as indicated in the title, means that it encompasses all MPO transportation planning activities that are foreseen, regardless of funding source or implementing agency. The contracted program period for this UPWP is the two-year period from July 1, 2011 to June 30, 2013.

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

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

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

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

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

SMPO FUNDING SOURCES FOR THE 2012-2013 UPWP

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

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

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

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

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

PURPOSE & CONTENTS OF THE UPWP

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

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

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

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

Table 1: 2012-2013 UPWP Category & Task Outline

Category 100: Administration & Training	
Task Number	Task Title
101	Invoices, Accounting, Audits, & Reports
102	Program Administration
	102.1 UPWP Development & Amendments
	102.2 UPWP Administration & Reporting
	102.3 SMPO Prospectus & Bylaws
103	Training & Memberships
	103.1 Training
	103.2 Memberships
104	Indirect Cost Rate (Set Aside)
105	Performance Measures

Category 200: Policy & Planning	
Task Number	Task Title
201	Ten-Year Plan (TYP)
	201.1 GACIT
	201.2 Statewide Ten-Year Plan
202	Land Use & Environmental Linkages
203	Transportation Planners Collaborative
204	Interagency Consultation
205	Transportation Improvement Program
	205.1 Annual Listing of Obligated Projects
	205.2 2011-2014 Transportation Improvement Program
	205.3 2013-2016 Transportation Improvement Program
	205.4 Financial Constraint Analysis
	205.5 Amendment Procedures
207	Intelligent Transportation System
209	Transportation Air Quality Conformity
210	Metropolitan Transportation Plan (MTP)
	210.1 MTP Development & Amendments
	210.2 Financial Constraint Analysis
211	Review of Transportation Materials/Documents
212	MOVES Training, Research, Data Collection

Category 300: Public Involvement & Coordination

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

Category 400: Plan Support

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

Category 500: Technical Assistance & Support

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

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

Table 2: SAFETEA-LU Factors & Supporting UPWP Tasks (by task number)

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

This Page Intentionally Left Blank

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

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

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

The Planning Emphasis Areas outline ten areas focus which include:

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

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

Table 3: Planning Emphasis Areas and Supporting Tasks

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

This Page Intentionally Left Blank

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

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

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

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

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

ORGANIZATION OF THE UPWP

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

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

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

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

Category and Purpose:

Each objective outlined in the tasks of the UPWP provides a detailed explanation of the importance of the task to regional transportation planning.

Task and Objective:

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

Subtasks and Work Products:

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

SCOPE OF WORK FOR UPWP CATEGORIES AND TASKS

Category 100: Administration

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

Task 101: Invoices, Accounting, Audits, & Reports

Objectives: Development and timely submittal for approval of reimbursement requests and required financial supporting documents.

101 Financial Management: Administer the Unified Planning Work Program contract and any subcontracts. This includes invoices, indirect cost rate administration, cost accounting, and Unified Planning Work Program task fulfillment and amendments.

Work Products:

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

Task 102: Program Administration

Objectives: Provide for management of the Unified Planning Work Program contracts in compliance with federal and state statutes and regulations, as well as the development and updates to the Metropolitan Planning Organization Prospectus, Bylaws, and contract development and management.

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

Work Products:

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

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

Work Products:

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

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

Work Products:

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

Task 103: Training & Memberships

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

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

Work Products:

- 1) General transportation planning training courses: eligibility is established by demonstrating transportation planning link.
- 2) Increase in staff knowledge and skill sets

103.2 Memberships: Continue membership in Association of Metropolitan Planning Organizations (AMPO), Northeast ARC Users Group (NEARC), New Hampshire Climate Collaborative, and the New Hampshire Association of Regional Planning Commissions (NHARPC).

Work Products:

- 1) Membership

Task 104: Indirect Cost Rate (Set Aside)

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

Task 105: Performance Measures

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

105 Performance Measures: This subtask involves the discussion, development, and tracking of performance measures related to the delivery of services or compliance with applicable state/federal rules.

Work Products:

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

Category 200: Policy & Planning

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

Task 201: Ten-Year Plan (TYP)

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

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

Work Products:

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

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

Work Products:

- 1) Project solicitation process for the Ten Year Plan
- 2) Meeting attendance in region and with NHDOT
- 3) Regional Ten Year Plan priorities and project listing
- 4) Review draft versions of Statewide Ten Year Plan
- 5) Policy and process review committee participation, as necessary

Task 202: Land Use & Environmental Linkages

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

202.1 Land Use & Environmental Linkages: The purpose of this subtask is to link transportation system planning and project development to preparations for severe storm events, livable communities and overall sustainability through federal and state policy initiatives.

Work Products:

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

Task 203: Transportation Planners Collaborative (TPC)

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

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

Work Products:

- 1) Quarterly Meetings with TPC group

Task 204: Interagency Consultation

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

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

Work Products:

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

Task 205: Transportation Improvement Program (TIP)

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

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

Work Products:

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

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

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

Work products:

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

205.3 2013-2016 Transportation Improvement Program: The purpose of this task is to prepare the 2013-2016 Transportation Improvement Program in coordination with the NH Ten Year Plan cycle and Metropolitan Transportation Plan process in compliance with federal regulations and state statutes.

Work Products:

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

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

Work Product:

- 1) Completed Financial Analysis

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

Work Product:

- 1) Collaboration with NHDOT (as needed)

Task 207: Intelligent Transportation System (ITS)

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

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

Work Products:

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

Task 209: Transportation Air Quality Conformity

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

209 **Transportation Air Quality Conformity:** The purpose of this task is to ensure that the current version of the Air Quality Conformity Analysis document will be updated as needed to account for any amendments to the Transportation Improvement Program and the Metropolitan Transportation Plan. In the fall of 2012, the Air Quality Conformity Analysis document will be updated to account for changes in the next Transportation Improvement Program and Statewide Transportation Improvement Program. This task also provides for any additional air quality conformity determinations including, but not limited to, on/off model air quality determinations for CMAQ, TE, and requests from state and local agencies.

Work Products:

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

Task 210: Metropolitan Transportation Plan (MTP)

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

210.1 Metropolitan Transportation Plan Development and Amendments: The purpose of this task is to complete necessary updates of the 2011-2035 Metropolitan Transportation Plan to include sections on: Long Range Transportation Project list, financial constraint, freight, operations and maintenance, and security. Instead of section updates, the entire plan may be updated to include a new horizon year as may be agreed to by NHDOT, FHWA, FTA and the MPOs during Interagency Consultation.

Work Products:

- 1) Updates and a fiscally constrained Metropolitan Plan
- 2) 30-Day Public Notice
- 3) Public Hearings and meetings to review revised strategies
- 4) Amendments and minor revisions as necessary
- 5) Consistency with other MPOs regarding Project Selection Criteria and Project Selection Process
- 6) Project solicitation in the winter of 2013

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

Work Products:

- 1) Completed Financial Reports

Task 211: Review Of Transportation Materials and Documents

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

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

Work Products:

- 1) Read and review transportation planning materials
-

Task 212: MOVES 2010

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

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

Work Products:

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

Category 300: Public Involvement & Coordination

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

Task 301: Technical Advisory Committee (TAC)

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

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

Work Products:

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

Task 303: Public Participation Plan (PPP)

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

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

Work Products:

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

Task 304: Public Outreach

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

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

Work Products:

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

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

Work Products:

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

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

Work Products:

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

Task 305: Policy Committee

Objectives: Establish MPO priorities and policies for region with due consideration of federal and state regulations and policies. Consider approval for MPO documents prepared on behalf of the region.

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

Work Products:

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

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

Objectives: Support interstate, interagency coordination for Boston-Portland Interstate 95 and rail corridor freight and transit improvements. Identify needs, short-and long-term improvements, and strategies to achieve integrated transportation services and infrastructure for passenger and freight movement on this corridor, as well as connecting intermodal facilities and service providers. Support long-term, collaborative strategies to improve the rail corridor, enhance the parallel interstate highway system operations, and provide improved freight and passenger efficiencies for the northern New England corridor.

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

Work Products:

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

Task 307: Bi-State Coordination

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

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

Work Products:

- 1) Berwick, North Berwick, South Berwick, Somersworth, Rollinsford projects
 - 2) Corridor studies
 - 3) DownEaster rail forum
 - 4) Bi-State coordination meetings
 - 5) Incident management meetings
-

Task 308: SMPO Representation

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

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

Work Products:

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

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

Work Products:

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

Category 400: Plan Support

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

Task 401: Traffic Counts

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

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

Work Products:

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

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

Work Products:

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

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

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

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

Work Products:

- 1) Completed FHWA 536 reports
-

Task 403: Geographic Information Systems (GIS)

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

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

Work Products:

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

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

Work Products:

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

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

Work Products:

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

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

Work products:

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

Task 404: Demographics & Socioeconomics

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

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

Work Products:

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

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

Work Products:

- 1) Demographic Maps and Data
-

Task 405: Equipment

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

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

Work Products:

- 1) Traffic count equipment purchases, including counters that track bicyclists and pedestrians, supplies, safety equipment and protective gear, etc
- 2) Repair of traffic count equipment
- 3) Invoice documents for financial records

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

Work Products:

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

Task 406: Transportation Model

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

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

Work Products:

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

406.2 Building Permit Data: The purpose of this subtask is to collect building permit data for new construction from all eighteen communities within the SMPO on an annual basis. This data will ensure that TAZ-level data within the Seacoast model is current with regards to future household capacity as necessary for the model's Land Use Allocation Module.

Work Products:

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

Task 407: Census

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

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

Work Products:

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

Category 500: Technical Assistance & Support

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

Task 501: Local & Regional Assistance

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

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

Work Products:

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

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

Work Products:

- 1) Signed MOU between communities and NHDOT
- 2) Meetings with communities to discuss access management

- 3) Activity plans for implementing processes and ordinances for access management
- 4) Presentation for Boards and elected and appointed officials

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

Work Products:

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

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

Work Products:

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

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

Work Products:

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

Task 502: Statewide & Federal Assistance

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

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

Work Products:

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

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

Work Products:

- 1) HPMS data

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

Work Products:

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

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

Work Products:

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

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

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

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

Work Products:

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

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

Work Products:

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

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

Work Products:

- 1) Final corridor management plan

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

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

Work Products:

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

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

Work Products:

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

Task 504: Special Projects

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

504 Special Projects: The purpose of this subtask is to develop contracts with communities and agencies within the region that would be approved by NHDOT. This task is primarily intended to address projects and programs from Tasks 501

and 503 in which the MPO role expands beyond limited support and assistance, or in which MPO efforts clearly exceed the intent of the original task.

Work Products:

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

Task 505: Regional Coordination Councils

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

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

Work Products:

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

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

Work Products:

- 1) Attendance at member meetings
- 2) Attendance at ACT Executive Committee meetings

- 3) Provide support and information to ACT about funding opportunities, management, data, mapping, etc.

Task 506: Transit Agency Support

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

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

Work Products:

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

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

Work Products:

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

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

Work Products:

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

Task 507: Travel Demand Management Support

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

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

Work Products:

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

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

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

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

Work Products:

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

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

Work Products:

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

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

Work Products:

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

UPWP TASK SCHEDULE

Table 1: 2012-2013 UPWP Category & Task Timeline

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

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

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

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

Category 300: Public Involvement & Coordination			Anticipated Work Schedule for FY 2012				Anticipated Work Schedule for FY 2013			
Task Number	Task Title	Frequency	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
301	Transportation Advisory Committee	Monthly								
303	Public Participation Plan	Ongoing								
304	Public Outreach	As Needed								
	304.1 Public Involvement	As Needed								
	304.2 Media Activities/Website	As Needed								
	304.3 Inclusionary Actions	As Needed								
305	Policy Committee	Monthly								
306	Coordinated Planning Effort - 5 Portland-Boston MPOs	Twice Annually								
307	Bi-State Coordination	As Needed								
308	SMPO Representation	As Needed								
	308.1 SMPO Representation	As Needed								
	308.2 Public Presentations	As Needed								

Category 400: Plan Support			Anticipated Work Schedule for FY 2012				Anticipated Work Schedule for FY 2013			
Task Number	Task Title	Frequency	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
401	Traffic Counts	Annual								
	401.1 Traffic Count Data Collection & Management	Ongoing								
	401.2 Supplemental Traffic Counts	As Needed								
402	Form 536	As Needed								
403	Geographic Information System	Ongoing								
	403.1 Standardized GIS Maps	As Needed								
	403.2 Regional Crash Data	Annual								
	403.3 Natural Resources Inventory	Ongoing								
	403.4 Regional Culvert Assessment	Ongoing								
404	Demographics & Socioeconomics	Ongoing								
	404.1 Economic Data	Ongoing								
	404.2 Demographics	Ongoing								

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

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

Category 500: Technical Assistance & Support

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

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

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

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

BUDGET

FUNDING SOURCE	FY 2012	FY 2013
FHWA	\$253,958	\$253,958
State match for FHWA Funds-Toll Credits 10%	\$0	\$0
SRPC match For FHWA Funds 10%	\$0	\$0
Subtotal - FHWA PL & Match	\$253,958	\$253,958
FTA Section 5303 (Estimated)	\$49,584	\$49,584
SRPC match for FTA Funds -Toll Credits 20%	\$0	\$0
Subtotal - FTA 5303 & Match	\$49,584	\$49,584
SPR	\$150,000	\$150,000
SRPC match for SPR Funds - Toll Credits 20%	\$0	\$0
Subtotal - SPR & Match	\$150,000	\$150,000
TOTAL	\$453,542	\$453,542

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

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

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

REGIONAL TRANSPORTATION PROJECTS NOT INCLUDED IN THE UPWP