

**DRAFT MEMORANDUM OF UNDERSTANDING (MOU)
FOR
COORDINATION OF TRANSPORTATION PLANNING**

BETWEEN THE:

**STATE OF NEW HAMPSHIRE, DEPARTMENT OF TRANSPORTATION
CENTRAL NEW HAMPSHIRE REGIONAL PLANNING COMMISSION, AND
SOUTHERN NEW HAMPSHIRE PLANNING COMMISSION**

1. Background and Purpose

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

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

2. General Points of Understanding and Agreement

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

3. Specific Points of Understanding and Agreement

A. MPO Boundary

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

B. Membership in SNHPC MPO TAC

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

C. CNHRPC/SNHPC TIP/RTP

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

D. Air Quality Planning

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

E. SNHPC UPWP Plans, Programs and Projects

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

- ITS Architecture for the SNHPC Region
- Congestion Management Process for the SNHPC Region
- Specific corridor studies
- HSIP projects
- CMAQ/TAP grant applications
- TIP update
- RTP update
- Highway Functional Classification/NHS Updates
- Multi-modal planning and coordination

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

FOR THE CENTRAL NEW HAMPSHIRE REGIONAL PLANNING COMMISSION:

by _____
Chair

Date _____

FOR THE SOUTHERN NEW HAMPSHIRE PLANNING COMMISSION:

by _____
Chair

Date _____

FOR THE STATE OF NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION:

by _____
Commissioner or Designee

Date _____