



**THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION**



J5 Grant

**CHRISTOPHER D. CLEMENT, SR.
COMMISSIONER**

**JEFF BRILLHART, P.E.
ASSISTANT COMMISSIONER**

Bureau of Planning and Community Assistance
February 19, 2013

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, NH 03301

REQUESTED ACTION

Authorize the Department of Transportation to enter into an agreement totaling \$13,685.70 with the Town of Northfield to provide funding and services under the Federal Safe Routes to School (SRTS) Program through a local project administration process, effective upon Governor and Council approval, for fiscal year 2013. 100% Federal funds

Funding is available as follows:

04-96-96-963515-3054	<u>FY2013</u>
Consolidated Federal Aid	
400-500870 Highway Contract Pmts - DOT	\$13,685.70

EXPLANATION

This agreement is between the State and the sub-recipient to delineate responsibilities for providing services necessary to plan, layout, design, and/or provide oversight supervision for the Federal Aid program projects approved as part of the State Transportation Improvement Program.

The Safe Routes to School program, established under the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) provides 100% Federal funding reimbursements to promote safe walking and bicycling between home and school for students in kindergarten through eighth grade who live within approximately two miles of school. This includes children with disabilities. These agreements allow the Department to provide reimbursement to develop travel plans for walking and bicycling routes. The goals of the program are to reduce traffic congestion around schools, improve health by reducing childhood overweight and obesity, and improve environmental conditions through reduced use of single-occupancy vehicles for transportation to school.

New Hampshire has been allocated approximately \$1 million per year for six years to be funded by Federal funds for infrastructure and non-infrastructure projects.

The Department has approved these planning grant awards through an application process intended to ensure that local sponsors develop comprehensive plans consistent with the program's goals. Regional Planning Commissions reviewed and scored applications according to published criteria (see attached). Department staff also reviewed the application for eligibility. The Statewide Advisory Committee then approved recommendations to the Department's Commissioner. Voting members of the statewide committee are: Mike Izard, designee of Kimon Koulet, Lakes Region Planning Commission; JB Mack, Southwest Region Planning Commission; Matt Waitkins, staff member at Nashua Regional Planning Commission; Scot Foster, staff member for Nutrition and Health Promotion, NH Department of Health and Human Services; Dave Topham, representative of the Bike-Walk Alliance of New Hampshire; Terrance Johnson, staff member at Foundation for Health Communities, representing the walkable-livable communities movement; Craig Green, designee of William Cass, Project Development, NH Department of Transportation; Larry Keniston, bicycle-pedestrian coordinator for the NH Department of Transportation.

Authorization is requested to allow the Department to enter into this agreement with the sub-recipient to ensure compliance with Federal Aid program requirements and to permit State personnel to supervise the projects and the Department to expend Federal funds.

Expenses incurred will be charged against the designated project account number and reimbursement for costs shall be borne by the Federal Aid Highway Fund in the total amount of \$13,685.70 in accordance with Federal Aid program requirements.

Your approval of this submission is respectfully requested.

Sincerely,

A handwritten signature in black ink, appearing to read "C.D. Clement". The signature is stylized and written in a cursive-like font.

Christopher D. Clement, Sr.
Commissioner

Travel Plan Funding Applications

Safe Routes to School (SRTS) Scoring Criteria

Proposals will be scored on a 50-point system, with up to 10 points awarded for each of the following:

- a. Broad representation from the schools, municipality, parents, students, and community organizations on the task force.
- b. Evaluation, including the following: 1) mapping showing schools and residential neighborhoods within two mile of each school; 2) integration with community master plans encouraging bicycling and walking; 3) use of in-class and parental survey forms.
- c. Proposed planning for education, encouragement and enforcement activities.
- d. Proposed listing of prioritized infrastructure projects.
- e. Quality of proposed budget. (Communities may apply for up to \$15,000 per school.)

Eligibility: Both public and non-public schools are eligible to participate. Application may be filed by schools and/or municipalities. Regional Planning Commissions, not-for-profit organizations and other public service and planning entities that are able to enter a binding agreement are eligible to apply for funds for developing travel plans. Such applications shall be evaluated on the basis of overall quality, creativity, and relevance to SRTS.

Geographical Distribution: In selecting projects for funding, the Statewide Advisory Committee shall give consideration to distributing awards as widely as possible to all regions of New Hampshire.



The Attorney General's Office at the Department of Justice, Transportation and Construction Unit, has approved this template for use in municipally-managed projects.

**SAFE ROUTES TO SCHOOL PROGRAM
PROJECT AGREEMENT - NON-INFRASTRUCTURE
FOR**

[NAME OF PROJECT SPONSOR, STATE VENDOR #: _____]

[AND]

[SCHOOL DISTRICT, STATE VENDOR #: _____]

STATE PROJECT #: _____

FEDERAL PROJECT #: _____

THIS AGREEMENT, executed in *triplicate*, is made and entered into this ____ day of _____, 20__, between the NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION, hereinafter called the "DEPARTMENT", and the [PROJECT SPONSOR NAME] **[and]** the ____ SCHOOL DISTRICT, both hereinafter called the "PROJECT SPONSOR".

WITNESSETH that,

WHEREAS, the DEPARTMENT and the PROJECT SPONSOR have determined that a project to _____ in the [town/city] of [Name] is an eligible project for funding under the Safe Routes to School program, hereinafter called "SRTS", created by the Safe, Accountable, Flexible Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU); and

WHEREAS, the DEPARTMENT has established SRTS Project # _____ (the "Project") for the aforesaid project in the amount of _____dollars (\$.00) for non-infrastructure funding, with one hundred percent (100%) of that cost coming from Federal Highway funds; and

WHEREAS, the PROJECT SPONSOR has submitted an application to sponsor the Project (the "Application") and the DEPARTMENT has accepted the Application; and

WHEREAS, the Application, by reference, is hereby made a part of this AGREEMENT;

WHEREAS, the PROJECT SPONSOR desires to act as Sponsor and Manager of the Project; and

WHEREAS, the DEPARTMENT desires to cooperate with the PROJECT SPONSOR in accomplishing the Project;

NOW, THEREFORE, in consideration of the above premises and in further consideration of the agreements herein set forth by and between the parties hereto, it is mutually agreed as follows:

I. DUTIES AND RESPONSIBILITIES OF THE PROJECT SPONSOR:

- A. The PROJECT SPONSOR shall comply with all Federal and State of New Hampshire laws and rules, regulations, and policies as applicable under the Federal-aid Highway Program. Project implementation is described in the current version of the DEPARTMENT's document titled "Local Public Agency Manual for the Development of Projects", as it may be amended from time to time and by reference is hereby made a part of this AGREEMENT
- B. The PROJECT SPONSOR shall submit monthly progress reports and invoices to the DEPARTMENT for reimbursement of the approved amounts paid for the Project's non-

infrastructure work as set forth in the Application or agreed upon at the scoping meeting. The invoice structure shall include details of work completed consistent with the Application, as well as backup information to support the charges. The PROJECT SPONSOR shall certify that the invoices properly represent payment for work that has been completed and paid for by the PROJECT SPONSOR.

- A. The PROJECT SPONSOR is required to maintain all project and financial records pertinent to the development of the Project for three (3) years beyond the date of the DEPARTMENT's final voucher. The DEPARTMENT will send a letter to the PROJECT SPONSOR with the date of this approval. If there is a failure to maintain this documentation, NHDOT and/or Federal Highway Administration could take an action up to and including requesting a refund of all reimbursed project costs.
- B. The PROJECT SPONSOR shall defend, indemnify and hold harmless the DEPARTMENT and its officials, agents and employees from and against any and all claims, liabilities or suits arising from (or which may be claimed to arise from) any act or omission of the PROJECT SPONSOR or its subcontractors in the performance of this AGREEMENT. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State of New Hampshire or the DEPARTMENT, which immunity is hereby reserved. This covenant shall survive the termination of this AGREEMENT.
- C. Non-Discrimination:
 1. The PROJECT SPONSOR agrees that it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d—2000d-4 (referred to as the ACT), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, US Department of Transportation, Subtitle A, Office of the Secretary, Part 21, "Nondiscrimination in Federally-Assisted Programs of The Department of Transportation –Effectuation of Title VI of the Civil Rights Act of 1964" (referred to as the "REGULATIONS"), the Federal-aid Highway Act of 1973, and other pertinent directives, to the end that no person shall on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the PROJECT SPONSOR receives Federal financial assistance extended by the State of New Hampshire. This AGREEMENT obligates the PROJECT SPONSOR for the period during which Federal financial assistance is extended.
 2. The PROJECT SPONSOR hereby gives assurance as required by subsection 21.7(a)(1) of the REGULATIONS that it will promptly take any measures necessary to effectuate this AGREEMENT, including but not limited to the following specific assurances:
 - a. That each "program" and each "facility" as defined in subsections 21.23(e) and 21.23(b) of the REGULATIONS will be conducted or operated in compliance with all requirements of the REGULATIONS.
 - b. That the PROJECT SPONSOR shall insert the following notification in all solicitations for negotiated agreements or bids for work or material made in connection with this Project: *The PROJECT SPONSOR hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on*

the grounds of race, color, national origin, sex, age, or disability in consideration for an award.

- c. That the PROJECT SPONSOR shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DEPARTMENT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The PROJECT SPONSOR shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DEPARTMENT-assisted contracts. The DEPARTMENT's DBE program, as required by 49 CFR part 26 and as approved by the United States Department of Transportation, is incorporated by reference in this AGREEMENT. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this AGREEMENT. Upon notification to the PROJECT SPONSOR of its failure to carry out its approved program, the DEPARTMENT may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 *et seq.*
 - d. That the PROJECT SPONSOR shall include the following assurance in each contract signed with a contractor, and each subcontract the prime contractor signs with a subcontractor: *The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, sex, age, or disability in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DEPARTMENT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of the contract or such other remedy, as the recipient deems appropriate.*
3. The PROJECT SPONSOR shall insert a copy of the required provisions of Federally-assisted construction contracts in accordance with Executive Order 11246, Equal Employment Opportunity, and 41 CFR Part 60-4, Affirmative Action Requirements, in each contract entered into pursuant to this AGREEMENT. Required Federal contract provisions can be obtained through the DEPARTMENT'S Labor Compliance Office (271-6612) or Online at: <http://www.nh.gov/dot/org/administration/ofc/documents>
- D. If there is a default of any nature to this AGREEMENT, the PROJECT SPONSOR shall be required to reimburse the DEPARTMENT and/or the Federal Highway Trust Fund for all funds expended under this Project.

II. DUTIES AND RESPONSIBILITIES OF THE DEPARTMENT:

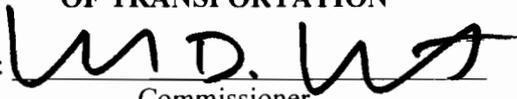
- A. The DEPARTMENT shall review the Project's expenditures applicable to the SRTS program and State of New Hampshire requirements for a Federally-funded project and submit appropriate documentation to the Federal Highway Administration to receive Federal approval.
- B. The DEPARTMENT shall reimburse the PROJECT SPONSOR for reimbursable costs after receipt and approval of properly documented invoices that have been certified by the PROJECT SPONSOR as properly representing work that has been completed and paid for by the PROJECT SPONSOR.

- C. The DEPARTMENT shall use its best efforts to obtain authorization of the Project from the Federal Highway Administration.

III. IT IS FURTHER UNDERSTOOD AND AGREED BETWEEN THE DEPARTMENT AND THE PROJECT SPONSOR:

- A. That the PROJECT SPONSOR will not incur any Project costs nor enter into any agreement with any third party, including but not limited to consultants, contractors, or engineers until such time that it receives a written notice to proceed from the DEPARTMENT to do so.
- B. That the maximum amount of funds available for this Project for reimbursement under this AGREEMENT from the DEPARTMENT shall be as set forth in paragraph 4 on page 1 herein. As the scope of the Project is finalized, should the costs for the Project exceed the amount budgeted, the DEPARTMENT agrees to review Project costs for consideration of additional funding. Neither the DEPARTMENT nor the Federal Highway Administration will be responsible for any expenses or costs incurred by the PROJECT SPONSOR under this AGREEMENT in excess of the above amounts unless the DEPARTMENT expressly authorizes additional funding prior to the work being performed.
- C. That the PROJECT SPONSOR shall invoice the DEPARTMENT for incurred costs on a monthly basis and the DEPARTMENT will process these invoices for payment in an expeditious manner.
- D. That the PROJECT SPONSOR agrees to commence the Project within three (3) months after the date of this AGREEMENT and substantially complete the Project within two (2) years after the date of the first notice to proceed date given by the DEPARTMENT, unless earlier terminated as provided herein. The PROJECT SPONSOR may apply to the SRTS Statewide Advisory Committee for an extension. Failure to meet either deadline without good cause may cancel the DEPARTMENT's participation in this Project at its discretion. Any remaining funds will be forfeited. The PROJECT SPONSOR is responsible for informing and coordinating a new Project completion date that will need to be approved by the DEPARTMENT if any condition arises that may result in either deadline being unattainable.
- E. That the PROJECT SPONSOR will attend a meeting with the DEPARTMENT's representative to discuss the Project's scope, budget and schedule. The PROJECT SPONSOR will subsequently provide a schedule showing project milestones with dates.
- F. This AGREEMENT is contingent upon the appropriation of sufficient funds from the Federal Highway Administration. If sufficient funds are not appropriated, the DEPARTMENT may terminate this AGREEMENT upon thirty (30) days' written notice to the PROJECT SPONSOR. Such termination shall relieve the DEPARTMENT and the PROJECT SPONSOR from obligations under this AGREEMENT after the termination date.

**NEW HAMPSHIRE DEPARTMENT
OF TRANSPORTATION**

By: 
Commissioner
Department of Transportation

PROJECT SPONSOR NAME

By: _____
Title:
Project Sponsor Name

Authorized to enter into Agreement as
approved by Governor & Council on

_____ **SCHOOL DISTRICT, SAU #**

[Remove if project is less than \$5,000]

By: _____
Superintendent of Schools
_ School District, SAU #

