

## Partnership Agreement NH Regional Planning Program

*Whereas*, a partnership has been created, comprised of the State's nine Regional Planning Commissions, cities, towns, counties, state agencies, quasi-governmental organizations, the University of New Hampshire, and non-profit organizations to work cooperatively in the development of nine coordinated Regional Plans and one integrated Statewide Development Policy Framework; and,

*Whereas*, it is the intent of the partners to ensure that the nine Regional Plans and the Statewide Development Policy Framework are strong, consensus-based documents that integrate planning for future development and reflect a diverse range of interests, perspectives and priorities, and build up from the grass roots level to coordinate local plans into an overall statewide strategy; and,

*Whereas*, the Regional Planning Program carried out under this Agreement will be organized and implemented as generally described in Attachment 1 and seeks to increase capacity within the State to coordinate regional plans that capitalize on existing initiatives, align public infrastructure investment with local plans, direct capital investments toward regional needs, and implement local land use plans; and,

*Whereas*, the State's nine regional planning commissions will work collaboratively to support development of common statewide elements, templates and planning framework, and develop the Regional Plans; and,

*Whereas*, partner cities, towns, and counties within each region commit to participating in this cooperative effort by joining in the regional visioning process, advising in the development of regional policies, identifying strategies and prioritizing implementation measures to achieve the goals identified in their Regional Plan; and,

*Whereas*, statewide partner agencies and organizations commit to participating in this cooperative effort by actively engaging in the statewide advisory committees and integrate recent findings and recommendations between their ongoing programs with those of the NH Regional Planning Program; and,

*Whereas*, Nashua Regional Planning Commission (NRPC) is the lead point of contact with HUD on behalf of the Regional Planning Program and will assume administrative responsibility to ensure that the program is carried out in compliance with HUD requirements and holds fiscal responsibility for the program; and,

*Whereas*, this agreement will be terminated upon completion of the project activities or within ninety (90) days of the end of the funding period (whichever is sooner).

*Now, Therefore, Be It Resolved*, all signatories to the Partnership Agreement accept to fulfill their role, as described in Attachment 1, toward successful completion of the Regional Plans and Statewide Policy Framework.

### *Signature*

This document is to be signed by a representative of each partner who has the authority to enter into an agreement on behalf of that entity. By signing this Partnership Agreement, you agree to join the NH Regional Planning Program.

\_\_\_\_\_  
Signed

EXECUTED as of \_\_\_\_\_, 2012

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Municipality, County, or Organization

\_\_\_\_\_  
Title

# Attachment 1

## NH Regional Planning Program Governance and Management

### A. Program Overview

This regional comprehensive planning program is an innovative statewide project that coordinates previous long range planning efforts for transportation, land use, economic development, housing environment, energy, cultural and historic resources, public health, and environmental planning into a common framework, engages local communities to work together to develop a comprehensive plan for their region, and culminates with an overall vision for New Hampshire's future.

This endeavor will be led by the State's 9 Regional Planning Commissions (RPCs) and supported by their partners that include state agencies, non-profit organizations, the University of New Hampshire (UNH), ActionMedia, counties, and municipalities. Together, the RPCs and partners will use an extensive, coordinated and consistent public involvement process specifically designed to engage a broad cross-section of each community including traditionally underrepresented populations, building each plan from the grass roots level. The Initiative will provide a planning structure, tools and support that increase our state's ability to: engage communities; integrate planning across sectors; identify, share and replicate successful projects; and, implement high quality, cohesive development practices. Together these practices will make it possible for large communities and small villages throughout the state to achieve economic vitality while safeguarding the natural resources, character and rural landscapes that we so deeply value.

The objectives of this project are to:

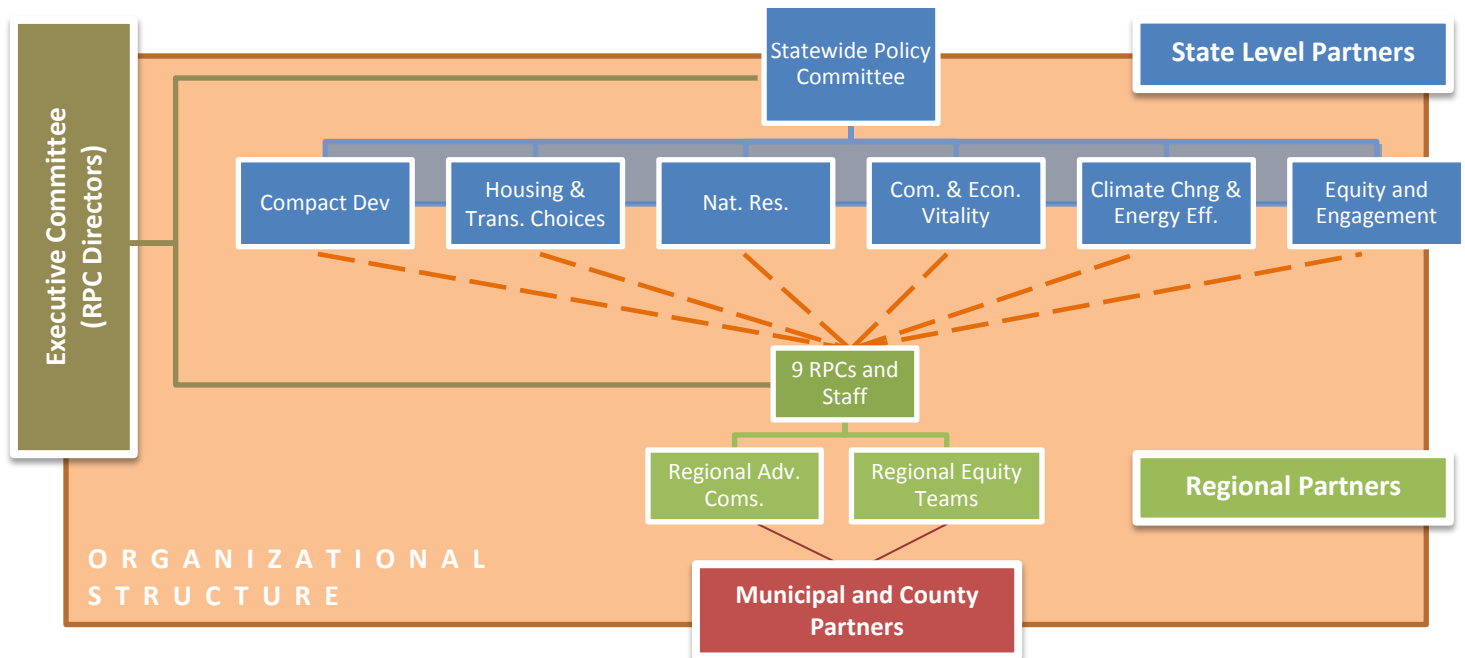
- Increase capacity within the State to create coordinated regional plans.
- Establish a consistent planning and policy framework.
- Build up from the grass roots level to coordinate local plans into an overall statewide strategy.
- Capitalize on and incorporate shared principles and policies included in our existing plans.
- Plan for public infrastructure investment in local comprehensive land use plans and direct capital investment toward appropriately scaled centers that fulfill regional needs.

Each of the nine regional plans will:

- Address the unique needs of local and regional communities.
- Develop a vision statement and set goals and priorities.
- Integrate planning for housing, transportation, water infrastructure, natural resources, economic development, cultural and historic resources, public health, climate change, and energy efficiency.
- Conduct scenario planning that informs future development patterns.
- Identify and prioritize place-based implementation projects.

*In order to protect New Hampshire's unique beauty, and maintain the success that our self-reliance has built, we need to come together to identify local assets that are important to the lasting prosperity of New Hampshire and continued opportunities for our children and grandchildren.*

## B. Formal Structure of the Partnership



**Nashua Regional Planning Commission (NRPC)** will serve as the project lead and primary administrative point of contact with HUD.

**9 Regional Planning Commissions** (NRPC, Central NH Regional Planning Commission, Lakes Region Planning Commission, North Country Council, Rockingham Planning Commission, Southwest Region Planning Commission, Southern NH Planning Commission, Strafford Regional Planning Commission, Upper Valley Lake Sunapee Regional Planning Commission) will develop the Regional Plans for each of the 9 regions that consist of the following elements:

- Comprehensive needs assessment
- Vision statement, goals, and priorities
- Housing Plan and Analysis of Impediments to Fair Housing
- Regional Transportation
- Water Infrastructure Plan
- Environmental Plan
- Economic Development Plan
- Comprehensive Climate Change Impact Assessments
- Implementation Plan
- Scenario Planning including metrics and performance monitoring to track plan implementation progress

Additionally, the RPCs will participate in the statewide and regional organizational and committee meetings including the Transportation Land Use Roundtable, the Executive Committee, Policy Committee, Technical Advisory Subcommittees, and Regional Advisory Committees and Regional Equity

Teams. Through this involvement, the RPCs will participate in development of common, shared statewide, elements, templates and an overall framework for the Regional Plans. This will include elements for outreach and communication, community engagement, data collection and assessment, scenario planning methodology and establishing performance measures and metrics. Lastly, in addition to aiding in the development of the statewide planning structure, the RPCs will regroup at the conclusion of the Regional Plan process to participate in the development of a Statewide Development Policy Framework based on the common Regional Plan elements.

**To ensure statewide coordination and consistency among plans and integration of work between partners, the organization requires a tiered system of committees and subcommittees with cross-representation and participation.**

**The Executive Committee** comprised of the nine RPC Executive Directors, will serve as the overall decision-making body to allocate resources, set goals, guide program alignment between regions, monitor progress, establish common methodologies, ensure overall coordination and efficiencies, and resolve differences. This committee will meet monthly to monitor progress of the program provide overall direction. In conjunction with the Executive Committee, the **Program Manager**, will implement the program and coordinate partners and committees. The Program Manager will convene an initial meeting of the Policy Committee, who will caucus to elect a chairperson.

The **Statewide Policy Committee** comprised of numerous state agency and non-profit representatives as listed in Section C below, will incorporate the work of the Transportation Land Use Roundtable and recommend a consistent statewide policy framework to the Executive Committee. The Policy Committee will also review the findings and finished products of each of the nine Regional Plans and assess their consistency with each other and the Livability Principles. They will ensure consistency between the Technical Advisory Subcommittees and the Regional Advisory Committees. Policy Committee members have agreed to meet quarterly and represent state wide policy and equity planning interests.

Each RPC will establish a **Regional Advisory Committee** that meets their region's unique needs. Duties will include: conduct and facilitate the Regional Plan and outreach processes, review local information, recommend adoption of the plans to the RPC, prioritize implementation, participate in consensus plan process, and track progress. The Regional Advisory Committees will include representation from municipal partners and various policy and program experts within the region. Each RPC will establish a **Regional Equity Team** that is comprised of representatives of underserved and marginalized populations in their region that will ensure the voices of these populations are reflected in the Regional Plan. The Regional Equity Teams will be supported by the Equity and Engagement Technical Advisory Subcommittee.

**The Technical Advisory Subcommittees (TASCs)** will be created based on the NH Livability Principles developed by the TLU Roundtable plus equity and outreach. Each subcommittee will be chaired by a member of the Policy Committee or designee from the same organization. The subcommittees, comprised of subject matter experts, will provide technical assistance and statewide coordination of the planning process, over the three-year project timeline. Periodically the TASCs will hold joint meetings to identify additional opportunities for integration between planning components. Conversely, when necessary to delve deeper into specific facets, subgroups of members will convene to delve deeper into a topic of particular expertise. Duties include conducting statewide studies that can bring efficiency to the nine RPCs, advising the Policy Committee and researching methodologies and issues. The charge of the **Equity and Engagement Technical Advisory Subcommittee** is to identify underserved and marginalized populations within the regions and empower them to work with the RPCs and serve on the

Regional Equity Teams. Additionally, periodically members of the Equity and Engagement will attend meetings of the other Technical Advisory Subcommittees to ensure equity throughout the planning process.

### **Decision Making Process**

1. Technical Advisory Subcommittees review and evaluate existing conditions and trends and recommend to Policy Committee an overall framework for the regional planning process.
2. Policy Committee establishes overall sustainable development policies and priorities.
3. Regional Advisory Committees customize process template and policy framework to regional context.
4. RPC, with assistance from the Regional Advisory Committees, complete visioning and planning processes and draft all regional plan components including implementation strategies and prioritized projects.
5. The Program Manager will review each Regional Plan for consistency with the statewide policies and priorities established by the Policy Committee.
6. The Program Manager will advise the RPCs and Regional Advisory Committees of any Plan inconsistencies.
7. Each RPC formally votes to approve the region's plan using the voting procedures already in place in their current by-laws.
8. The Program Manager drafts a Statewide Development Policy Framework.
9. The 9 RPCs review and approve the Statewide Development Policy Framework.
10. Any disputes regarding the draft Consensus Plan are resolved by the Policy Committee.
11. Any disputes regarding administration or grant resources are resolved by the Executive Committee.

### **Strategy for Incorporating New Partners**

Early in the planning process, the Executive Committee will establish criteria for adding any new partners. The Committee will also have final decision-making authority during the initiative regarding the addition of new partners. In particular we will actively seek out the support and involvement of the business community including the Business and Industry Association, Chambers of Commerce and Homebuilders Association and the NH Small Business Development Center; the NH Water Works Association; NH Transit Association; and NH Departments of Agriculture, Education, and Safety.

As we embark on our communications and outreach process led by the Carsey Institute we will seek additional participation from a suite of additional organizations to identify and engage specific interest groups made up of or directly serving underserved populations.

### C. Committee and Subcommittee Roles and Responsibilities Overview

	Phase 1	Phase 2	Phase 3
<b>Executive Committee</b>	Allocate Resources, Monitor Progress, and Resolve Differences Ensure Coordination and Efficiency throughout		
	Determine Data Collection & GIS Framework Establish Common Methodologies	Align work of the 9 RPCs	
<b>TLU Roundtable</b>	Develop Policy & Plan Framework and Template Identify Long Term Metrics		
<b>Statewide Policy Committee</b>	Review & Finalize TLUs Policy & Plan Framework Coordinate Statewide Policy Priorities Synthesize & Finalize TASC Work Products Method to Prioritize Implementation Projects	Act as Advisors Measure Progress Coordinate & Synthesize of TASC work	Review Regional Plans for Consistency Consolidate the 9 Regional Plans into one State Sustainability Policy Framework Seek Endorsement of the Statewide Policy
<b>Technical Advisory Sub-Committees</b>	Identify Existing Statewide Resources Coordinate Regional Planning with Statewide Planning Initiatives and Assist in Statewide Outreach and Education Identify Potential Regional Partners Identify Potential Long, Mid & Short Term Metrics Identify Potential Policies & Priorities	Provide Technical Expertise to RPCs	
<b>Regional Planning Commissions</b>	Develop Communications Framework Existing Conditions and Trends Assessment Research Methodologies and Issues Develop Regional Advisory Committees Develop Regional Equity Teams	Customize Outreach & Plan Frameworks Existing Trends Analysis Visioning Sessions Goals and Policy Development Develop Regional Plans Prioritize Implementation Projects Conduct Implementation Pilots	Adopt Regional Plans Provide Ongoing TA Seek Implementation at Local Level
<b>Regional Advisory Committees</b>	Review Local Information	Track Progress Conduct and Facilitate the Regional Outreach Process Participate in the Planning Process	Recommend Plan Adoption
<b>Regional Equity Teams</b>	Ensure Voices of Underserved, Underrepresented, and Marginalized Populations are Reflected in the Regional Plans Aid in Outreach and Education at the Local and Regional Level		

## D. Initial Statewide Committee Membership

Organization	Key Organization Contact	Program Admin. Executive Committee	Statewide Policy Committee	Technical Advisory Subcommittees							Regional Advisory Comm. & Equity Teams
				Compact Development Patterns	Housing Choices	Transportation Choices	Natural Resource Functions & Quality	Community and Economic Vitality	Climate Change and Energy Efficiency	Equity and Engagement	
<b>Regional Planning Commissions</b>											
Central New Hampshire Planning Commission	Michael Tardiff, Executive Director		2 RPC Representatives								
Lakes Region Planning Commission	Kimon G. Koulet, Executive Director										
Nashua Regional Planning Commission	Kerrie Diers, Executive Director										
North Country Council	Michael King, Executive Director										
Rockingham Planning Commission	Cliff Sinnott, Executive Director										
Southern New Hampshire Planning Commission	David Preece, Executive Director										
Southwest Region Planning Commission	Tim Murphy, Executive Director										
Strafford Regional Planning Commission	Cynthia Copeland, AICP, Executive Director										
Upper Valley Lake Sunapee RPC	Christine Walker, Executive Director										
<b>Quasi-Governmental Organizations</b>											
Community Development Finance Authority	Kathy Bogle Shields, Executive Director										
New Hampshire Housing	Dean J. Christon, Executive Director										
<b>State Agencies</b>											
NH Department of Cultural Resources	Commissioner Van McLeod										
NH Department of Employment Security	Bruce DeMay, Director, Ec. & Labor Market Info.										
NH Department of Environmental Services	Commissioner Thomas S. Burack										
NH Dept of Health & Human Services, Family Asst Div	Director Terry R. Smith, Division of Family Assistance										
NH Dept of Resources & Economic Development	Christopher Way, Director, Div. of Economic Dev.										
NH Department of Transportation	Commissioner Christopher Clement										
NH Office of Energy and Planning	Director Joanne O. Morin										
<b>Academic Institutions</b>											
UNH: Carsey Institute	Bruce Mallory, Director, Carsey Institute										
UNH: Carbon Solutions, Sustainability Academy	Cameron Wake, Research Associate Professor										
UNH: Cooperative Extension	TBD, Project Manager										
UNH: Complex Systems Research Center (GRANIT)	Fay Rubin, Director, NH GRANIT										
<b>Non-Profit Organizations</b>											
Conservation Law Fdn, Transportation Solutions	Thomas F. Irwin, VP & NH Advocacy Center Director										
Family Assistance Advisory Council of NH	MaryLou Beaver, Chair NH Family Asst Advisory Council										
Healthy Eating Active Living (HEAL)	Terry Johnson, Director										
NH Charitable Foundation	Richard Ober, President										
NH Energy and Climate Collaborative	Stacey Doll, Coordinator										
NH Community Loan Fund	Rick Minard, Vice President for Policy										
NH Creative Communities Network	Judy Rigmont, Coordinator										
NH Municipal Association	Judy Silva, Deputy Director, Legal Services & Gov't Affairs										
PlanNH	Robin H. LeBlanc, Executive Director										
<b>Contractors</b>											
Action Media - Marketing Contractor	Michael Goldberg										

\* The NH SCI Consortium is continually looking for additional partners to enhance its coordination and outreach capacity.

Committee and Subcommittee Members  
Advisors, Participants, and other Support

**E. Initial Commitments from Cities, Towns and Counties by Region**

Region	Municipality	Population*	
		Letter of Support	Committed to Sign MOU
CNHRPC	Town of Allentown	4,322	4,322
	Town of Bow	7,519	7,519
	City of Concord	42,695	
	Town of Henniker	4,836	
	Town of Hillsborough	6,011	6,011
	Town of Hopkinton	5,589	
LRPC	Town of Alton	5,250	
	Town of Andover	2,371	
	Town of Barnstead	4,593	
	Town of Belmont	7,356	
	City of Franklin	8,477	8,477
	City of Laconia - Planning & Zoning	15,951	15,951
	Town of Meredith	6,241	6,241
	Town of Moultonborough	4,044	
	Town of Ossipee	4,345	
	Town of Tilton	3,567	
Town of Wolfeboro	6,269		
NRPC	Town of Hollis	7,684	
	Town of Hudson	24,467	24,467
	Town of Litchfield	8,271	8,271
	Town of Merrimack	25,494	25,494
	Town of Milford	15,115	15,115
	City of Nashua	86,494	86,494
Town of Pelham	12,897	12,897	
NCC	City of Berlin	10,051	10,051
	Coos County	33,055	33,055
	Grafton County	89,118	89,118
RPC	Town of Atkinson	6,751	6,751
	Town of Brentwood	4,486	
	Town of East Kingston	2,357	
	Town of Exeter	14,306	14,306
	Town of Fremont	4,283	4,283
	Town of Hampton	14,976	14,976
	Town of Hampton Falls	2,236	
	Town of Kingston	6,025	
	Town of Newton	4,603	
	Town of North Hampton	4,301	4,301
	Town of Plaistow	7,609	7,609
	City of Portsmouth	21,233	21,233
	Town of Rye	5,298	
	Town of Salem	28,776	28,776
	Town of Seabrook	8,693	
	Town of Stratham	7,255	
	Town of Windham	13,592	13,592

Region	Municipality	Population*	
		Letter of Support	Committed to Sign MOU
SNHPC	Town of Auburn	4,953	4,953
	Town of Bedford	21,203	21,203
	Town of Candia	3,909	3,909
	Town of Chester	4,768	4,768
	Town of Deerfield	4,280	4,280
	Town of Derry - Planning Department	33,109	33,109
	Town of Goffstown	17,651	17,651
	Goffstown Industrial Corporation		
	Town of Londonderry	24,129	24,129
	City of Manchester	109,565	109,565
Town of Raymond	10,138		
SRPC	Town of Barrington	8,576	
	City of Dover	29,987	29,987
	Town of Durham	14,638	14,638
	Town of Newmarket	8,936	8,936
	City of Rochester	29,752	29,752
	City of Somersworth	11,766	
SWRPC	Town of Strafford	3,991	
	Cheshire County	77,117	77,117
UVLSRPC	City of Keene	23,409	23,409
	Town of Acworth	891	
	City of Claremont	13,355	13,355
	Town of Grantham	2,985	
	Town of Hanover	11,260	11,260
	City of Lebanon	13,151	13,151
Town of Newport	6,507		
Town of Sunapee	3,365		
<b>Total Population Represented</b>		<b>1,044,382</b>	<b>856,611</b>
<b>Percent of the Total NH Population</b>		<b>79%</b>	<b>65%</b>
<b>Total Count of Municipalities and Counties</b>		<b>70</b>	<b>42</b>
<b>Total Population of the State of NH</b>		<b>1,316,470</b>	

\*Populations listed in italics are included within the population of a participating county.

## F. Specific Member Roles and Responsibilities

**Nashua Regional Planning Commission (NRPC)** as the lead applicant will assume administrative responsibility to ensure that the program is carried out in compliance with HUD requirements. This includes executing the cooperative agreement with HUD, Memorandums of Understanding, HUD Logic Model and ongoing program monitoring and reporting. The Program Manager, housed at NRPC, will implement the program and coordinate partners and committees. The Program Manager will convene the Policy Committee and Technical Advisory Subcommittees and ensure statewide coordination. Additionally, NRPC will complete all tasks defined below for the Regional Planning Commissions.

**9 Regional Planning Commissions** will each develop a Regional Plan as well as participate in the Statewide and Regional committee meetings, participate in the development of statewide elements such as plan templates and metrics, and participate in the completion of a single Statewide Development Policy Framework based on the common elements of the 9 Regional Plans. *Committed match varies by RPC and is delineated within each RPC's individual scope of work.*

**Cities, Towns and Counties** within each RPC region will participate in the development of the Regional Plan through representation on the Regional Advisory Committee, Regional Equity Team and/or another capacity to help ensure the Plan represents a strong consensus-based document that reflects common interests, perspectives and priorities. Key activities in developing the Regional Plan in this regard include developing a regional vision, advising in the development of regional policies, identifying strategies and prioritizing implementation measures to achieve the goals identified within the Regional Plan.

**Community Development Finance Authority** will participate on the Policy Committee and Energy and Climate TASC and coordinate the findings of the Better Buildings Program with the Regional Planning metrics tracking process. *The total match associated with this commitment is \$6,192 of in-kind professional contributions.*

**NH Housing Finance Authority** will participate on the Policy Committee, the Housing Choices TA Subcommittee, and the Equity and Engagement TA Subcommittee all at quarterly meetings during the three year process. NHHFA will conduct a Housing Preferences and Needs Assessment Study that will combine a quantitative analysis of current demographics, housing utilization and needs with a qualitative analysis of NH households' current housing conditions and future housing plans and preferences. Additionally, NHHFA will assist RPCs in developing housing plans that address existing and future housing needs; assist in the development of impediments to fair housing choice analysis; link to NH Legal Assistance to reach a greater range of marginalized populations. *The total match associated with this commitment is \$149,817.*

**NH Department of Cultural Resources** will serve on the Policy Committee, Compact Development Patterns Technical Advisory Subcommittee and Community and Economic Vitality TASC. DCR will assist in identifying arts and humanities issues; coordinate with the Creative Communities Network, a NH Council on the Arts partner; integrate the efforts of ongoing collaborations between the NH Division of Historical Resources, State Library, major funders, the National Park Service and others to create more livable and vibrant communities. Additionally, NHDHCR will provide data collected through the statewide Arts & Economic Prosperity Survey IV to help quantify the impact the arts have on sustainable communities. *The total match associated with this commitment is \$13,269.*

**NH Employment Security, Economic and Labor Market Information Bureau** will participate in the Community and Economic Vitality Technical Advisory Subcommittee. NH Department of Employment Security will also subcontract with the RPCs to conduct regional scenario planning using the department's 10-county based REMI econometric model. *NRPC will be contracting with Employment Security to provide \$\$33,600 in grant funds toward these services.*

**NH Department of Environmental Services** commits staff time to serve on the Compact Development, Natural Resource Functions and Quality, Transportation Choices, and Climate Change Technical Advisory Subcommittees and the Policy Committee. Additional DES staff will also provide expertise to the NRF&Q TASC as needed. DES will advise on environmental planning topics including land use policies for water quality protection and climate change; energy efficiency and air quality related to transportation; advise on consistency with the land use, stormwater, and water sustainability commissions; and consult on past sprawl indicators research. Additionally, DES will work to achieve cross integration of planning efforts between the state and regional initiatives. *The total match associated with this commitment is \$30,000 of in-kind professional contributions. NRPC will contract with DES for an additional \$15,000 of grant funded services.*

**NH Department of Health and Human Services, Family Assistance Division** will participate on the Policy Committee at quarterly meetings and the Community and Economic Vitality and Equity and Engagement Technical Advisory Subcommittees. Staff will provide information regarding regional childcare issues and public health data, particularly in creating linkages between and serving disadvantaged populations, economic development, and improving early childhood education opportunities. *The total match associated with this commitment is \$13,063 of in-kind professional contributions.*

**NH Department of Resources and Economic Development** will serve on the Policy Committee and the Community and Economic Vitality Technical Advisory Subcommittee. DRED will also provide expertise in sustainable economic development, jobs and business retention, procurement, energy efficiency for businesses, broadband, and employment. *The total match associated with this commitment is \$3,000 of in-kind professional contributions.*

**NH Department of Transportation** will participate on the Policy Committee at quarterly meetings and on the Transportation Choices Technical Advisory Subcommittee. DOT will provide expertise in long range transportation plans; participate in scenario planning; develop metrics to track per capita VMT over time; participate in developing metrics to track combined transportation and housing index. *The total match associated with this commitment is \$12,000 of in-kind professional contributions.*

**NH Office of Energy and Planning** will participate on the Policy Committee at quarterly meetings and Compact Development Technical Advisory Subcommittee. Staff will advise on issues related to land use development patterns, energy efficiency and green building codes, data trends, and statewide planning policy consistency. OEP will additionally supply annual population estimates and housing unit permit data. *The total match associated with this commitment is \$8,397.*

**University of New Hampshire** commits faculty and staff from the University's Carsey Institute, Complex Systems/GRANIT, and Cooperative Extension. Representatives will participate on the Policy Committee, lead the Equity and Engagement Technical Advisory Subcommittee at quarterly meetings, and through NH Listens, conduct listening sessions in each of the nine regions. UNH will develop climate change impact assessments to guide regional planning and implementation strategies. GRANIT will provide technical assistance to and advise the Executive Committee on standardization of new data sets and spatial analysis. UNH CE will further support equity and outreach efforts and provide expertise in developing outreach measures to engage underserved population and advise on outreach techniques. *NRPC will contract with UNH to provide \$86,565 in grant funds toward these services. UNH will match the grant with an additional \$24,196 of additional in-kind professional services.*

**ActionMedia** will serve as a contractor and develop the communications strategy and train RPC staff in effective outreach techniques. Major components include conduct a leadership communications workshop on issues framing; draft a summary of the workshop with recommendations for audiences and messengers; conduct webinar trainings with RPC staff to develop the final communications strategy; develop communications and identify appropriate media forums and develop content, aid in grass-roots implementation of the

communication strategy; and provide continual direct consultation to the RPCs and all partner organizations. *NRPC will contract with ActionMedia to provide \$43,500 in grant funds toward these services.*

**Conservation Law Foundation** will serve on the Transportation Choices Tech Advisory Subcommittee; provide expertise on the nexus of transportation and land use planning programs, policies and opportunities at the regional, state and federal level to improve alternative means of transportation. *The total match associated with this commitment is \$9,000 of in-kind professional contributions.*

**Family Assistance Advisory Council of NH** staff will serve on the Community and Economic Vitality Technical Advisory Subcommittee and provide consultation and support to the Regional Advisory Committees for the development of regional plans for early care and education. *The total match associated with this commitment is \$7,200 of in-kind professional contributions.*

**Healthy Eating Active Living** commits the staff time to participate on the Policy Committee and Community and Economic Vitality and Equity and Engagement subcommittees. HEAL will identify and merge appropriate HEAL strategies and partners to improve public health outcomes; provide access to HEAL's state level partners and community coalition network for input on the regional visioning and planning process; and leverage HEAL's parent organization, the Foundation for Healthy Communities' Cultural Diversity Project, to outreach to low-income persons, residents of public housing, minorities, limited English and non-English speaking persons, and persons with disabilities located within HEAL coalition project areas. *NRPC will contract with HEAL to provide \$23,487 in grant funds toward these services. HEAL will match the grant with an additional \$24,567 of additional in-kind professional services.*

**NH Charitable Foundation** will continue to convene the Transportation Land Use Roundtable during the first 3-6 months of the Regional Planning Program to complete the regional framework. NHCF will participate on the Policy Committee at quarterly meetings. *The total match associated with this commitment is \$13,000 of in-kind professional contributions.*

**NH Community Loan Fund** will participate in the Equity and Engagement Technical Advisory Subcommittee; provide expertise on outreach to low-income and marginalized populations; and work with the regional advisory committees to develop local representation for social equity issues. *The total match associated with this commitment is \$700 of in-kind professional contributions.*

**NH Creative Communities Network** will participate on the Community and Economic Vitality Technical Advisory Subcommittee and integrate development of planning resource for arts focused economic impact studies, master plan template, arts and planning briefs, and a fact sheet regarding the creative economy. *The total match associated with this commitment is \$5,000 of in-kind professional contributions.*

**NH Energy and Climate Collaborative** will participate in the Climate Change and Energy Efficiency Technical Advisory Subcommittee and work with the Executive Committee and Program Manager to incorporate sustainable community indicators into the Scorecard that measures state progress toward energy, climate and sustainability goals.

**NH Municipal Association** will participate on the Policy Committee and provide conference space for the Regional Planning Program to convene regular meetings at a central location. *The total match associated with this commitment is \$10,000 of in-kind professional contributions and meeting space donations.*

**Plan NH** will participate on the Compact Development Patterns Technical Advisory Subcommittee; provide expertise on compact settlement patterns, smart growth and community engagement techniques; provide linkages to and alignment with their ongoing Vibrant Villages program. *The total match associated with this commitment is \$6,750 of in-kind professional contributions.*

## **Expected Benefits and Contributions for Members**

### Time Expected of Participants:

- On average one meeting per quarter for Statewide Policy Committee and Technical Advisory Subcommittee members to include:
  - 2 hour meeting at a central location, likely Concord, NH, or call-in by phone
  - 1-4 hours of review and preparation for each quarterly meeting
- One meeting per month for Executive Committee members to include:
  - 2 hour meeting at a central location, likely Concord, NH, or call-in by phone
  - 1-4 hours of review and preparation for each quarterly meeting
- On average one meeting per quarter for Regional Advisory Committee and Regional Equity Team members to include:
  - 2 hour meeting at a central location, or call-in by phone
  - 1-4 hours of review and preparation for each quarterly meeting
- Other participation by municipal and county partners as needed and requested to ensure the regional plans reflect municipal priorities and visions.

### Specific Contributions to be made by Participants:

- Sharing explicit knowledge and expertise to benefit the regional planning process.
- Identifying barriers and opportunities for improvement in sustainable community development.
- Identifying policy change that would result in positive outcomes and plan implementation.
- Align the regional planning efforts with that of the partner agencies and organizations and vice versa to maximize the benefits of collaboration.

### Benefits for Participants:

- Sharing knowledge will increase the potential of all participants to be well-informed and work in coordination with one another to maximize positive impact.
- Preferred Sustainability Status (PSS): This project and community has been given PSS by HUD. This status can provide official affiliates with bonus points when applying for related grant opportunities.
- Increased visibility and access to public and private funding agencies interested in supporting regional development and communities seeking to promote sustainability.
- Increased efficiency of planning initiatives statewide including enhanced ability to ensure wise investment of limited public resources.

## **Special Conditions and Issues**

Each participant may bring up special conditions and issues related to his/her involvement in the project. The Executive Committee will make sure that each participant's concerns and special instructions are added as attachments upon signing this Agreement.

Data or other information collected by the Regional Planning Commissions is for the sole purpose of regional and statewide plan development and assumed to be suitable for use in both public and private arenas unless otherwise indicated by the participants. Data or information of a semi-confidential or confidential may be designated as such by each participant prior to transfer. The Executive Committee and regional planning commissions' will document their commitment to safeguarding such designated materials in an email or written release form as required.

All participants are encouraged to utilize electronic means of sharing data and information such as email or other means established for the purposes of this project and made available to participants upon signing this Agreement.