

<b>For NHDOT use only:</b>	
Application #:	_____
LOI Submitted:	<input type="checkbox"/>
Workshop Attended:	<input type="checkbox"/>
Application Received on:	_____

**NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION  
CONGESTION MITIGATION & AIR QUALITY PROGRAM**

**APPLICATION FOR FUNDING**

**Sponsor Information** (*Sponsor is the municipality or organization that is applying.*)

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*Contact is the person who will be in responsible charge of the project)*

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**Sponsor Name:**

**Mailing Address:**

**Telephone:**

**Email:**

**Contact Name and Title:**

**Telephone:**

**Email:**

**Governing Regional Planning Commission:**

**Executive Council District:**

*RPC and Executive Council information is important because final selections may be adjusted to provide regional equity*

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## Project Information

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**CMAQ Activities:** *Check the CMAQ activity(s) that your project is proposing.*

- Non-Transit related alternative fuel projects such as refueling or charging facilities.
- Projects that improve traffic flow, including efforts to provide signal system optimization, construct HOV lanes, streamline intersections, add turning lanes, improve transportation systems management and operations,
- Projects that implement ITS technology, including efforts to improve incident and emergency response or improve mobility, such as through real time traffic, transit, and multimodal traveler information
- Transit capital investments, including transit vehicle acquisitions and construction of new facilities or improvements to facilities that increase transit capacity,
- Transit operating assistance for new services or the incremental cost of expanded services.
- Transportation-focused (non-recreational) bicycle transportation and pedestrian improvements that provide a reduction in single-occupant vehicle travel
- Rail network Improvements

### **Description of work being proposed:**

*(Clearly describe purpose and need for project as well as project goals and objectives)*

**Map:** *(If you are proposing an infrastructure project, A map is required as part of the application. Map must be scanned as a pdf file. Map should include street names, State route numbers, project details, identification of resources, north arrow, and a scale)*

**MAP SUBMITTED**

**Resources within project limits:**

*(List all cultural, archeological, and natural resources, as well as any known hazardous materials in project limits)*

**Project Details**

**Road Name(s)** *(List all roads in project limits as applicable or N/A if not along any public road)*

**State Route Number:** *(List all State route numbers or N/A if on a municipal road)*

**Railroad:** *(List name of railroad corridor and identify if project impacts a rail line or service in any way. Put N/A if not impacting a railroad corridor)*

**Other:** *(If off-road path, describe beginning and ending termination locations)*

**Length of Project:** *(If more than one location, provide total length of proposed improvement)*

**Width of proposed improvement:** *(If width is not consistent, provide an average width for majority of improvements)*

**Surface Type:** *(List Paved, Concrete, Gravel, Stone Dust, etc. for all proposed improvements)*

**Ownership:** *(List the entity that owns the land in the limits of your proposed improvements)*

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**Project Cost Estimate – Infrastructure Projects fill in A through E,  
For Non-Infrastructure Projects ONLY FILL IN E**

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**Identify the estimated project costs under each of the phases below.**

**A) Design/Engineering:** \$   
*(Costs for engineering study, preliminary design, environmental review, identifying and establishing right-of-way, easements preparation, final design, and bid phase services)*

**B) Right-Of-Way:** \$   
*(Cost of easement acquisition and/or land acquisition)*

**C) Construction:** \$   
*(Cost of constructing project, materials, and labor)*

**D) Construction Engineering:** \$   
*(Cost of engineering oversight for the project. Oversight needs to be almost fulltime.)*

**E) Project Total:** \$   
*(Non-infrastructure projects fill in only this box) (Max \$3,000,000)*

**Identify the amount of federal funding you are applying for.**

*If you are adding funds that will be in addition to the amount of federal funds and match for your project those are considered non-participating funds. In this case you put the additional funds in the non-participating box. This is usually done if you want to do additional work that may not be eligible under the CMAQ program but you want the work done under the overall contract. Or if total project cost exceeds the \$3M cap.*

**Federal \$**   
*(\$3,000,000 Max. for federal amount requested)*

**80%**  
*(CMAQ funds are 80% with a 20% match))*

**Match \$**   
*(Enter amount of local match)*

**20%**

**Non-Participating \$**   
*(Additional funds added to project that are not CMAQ)*

*Reason for non-participating funds*

**Funding Total \$**   
*(Max.\$3,000,000)*

9/15/2022

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**5. Evaluation Criteria** (*Applications will be scored on criteria approved by the New Hampshire Department of Transportation*)

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**5-1) Project Readiness and Support (15 points maximum):** *Does the applicant have LPA certified staff, have prior FHWA experience, and is project identified in local, regional, and/or statewide plan or a business plan? Please provide information and documentation that addresses the following:*

- Letter of Support from Sponsor's Governing Body (0 or 5 points)
- Current LPA Certified staff or prior experience with federal projects (0 or 5 points)
- How many local or regional plans is the proposed work in? If a private organization, is it part of a business plan (0 to 5 points)

**5-2) Financial Readiness: (15 points maximum)** *(CMAQ is a reimbursement program. Sponsor will have to gross appropriate funds for entire project before federal funds are authorized and eligible work can get started. Projects are reimbursed 80% of each reimbursement request.) Does the applicant have funding available to complete the project at time of application, or is there commitment to request funding at next annual town meeting (or equivalent)? Please provide information and documentation that addresses the following:*

- Are funds already gross appropriated? (0 or 5 points)
- Will sponsor receive approval to fully fund project within 6 months of project award? How? (0 or 5 points)
- Do the Sponsor's most recent financial audits and/or statements show any negative comments, material weaknesses, etc.? (0 to 5 points)

**5-3) Stewardship / Sustainability: (Maximum 25 points)** *What is the long-term maintenance plan for the project? Please provide information and documentation that addresses the following:*

- Infrastructure – How will the project sponsor maintain the completed facility/improvements? Does the sponsor have similar facilities, existing equipment, operations plan that is already in place that would accommodate this improvement as well? Who will maintain the project? Paid staff, volunteers, contracted labor? How will maintenance be funded? Is it part of a budget line or capital improvement?
- For capital purchases provide vehicle maintenance plan and expected life of purchase
- For Transit routes provide plan for continued sustainability after funding is complete

**5-4) Air Quality Benefits: (Maximum 35 points)** *Points will be awarded based on relative rank for air quality analysis. A cost/benefit factor will be calculated for each project and by category the top b/c factor will get 35 points and the bottom 0 and all others spaced relatively in between. Standardized air quality analysis templates have been created for each of the following project types:*

*Check the box next to the category that your air quality analysis will be developed from.*

- **Bike and Pedestrian projects**
  
- **Road/Intersection projects that mitigate congestion and air pollution**
  
- **ITS-related projects**
  
- **Alternative fuel projects (not transit related)**
  
- **Transit Capital Purchase**
  
- **New or expanded transit service**
  
- **Rail**
  
- **Other**

*(Projects must demonstrate an Air Quality benefit. NHDOT staff will work with you as the applicant after the application is submitted to complete this air quality analysis. The project must show a reduction in CO, Ozone or PM2.5 to be eligible)*

In the box below describe what your air quality analysis will be based on.



**5-5) Regional Ranking: (Maximum 10 points)** *Projects will be reviewed by the governing Regional Planning Commission and ranked. Those rankings will be used to assign points on a linear scale for final project rankings. Leave these boxes blank. They will be filled out by the Department.*

Ranking  Points

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**6) Application Submission Information:** The application is an adobe .pdf form. It must be saved as a pdf and copied to our Department FTP site. **DO NOT PRINT AND SCAN THE FORM.** We harvest data from the form boxes so the form must be saved as a pdf. Any supporting documents like the Map, Letter of support and other supporting documentation need to be submitted with the application in pdf format and saved to the FTP site. Please combine all supporting documents into one pdf if possible. This keeps submissions easier. Directions on accessing the Department FTP site are below. A tutorial on accessing the FTP site and copying files will be on the CMAQ website.

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**APPLICATIONS ARE DUE BY 11:59PM FRIDAY JANUARY 6, 2023!**

**Failure to meet this deadline will result in your project being removed from the scoring process.**

### **Submission Guidelines**

**Format:** Application form **must** be saved electronically as a pdf and then copied to the Department FTP site. All supporting maps, letters and other documents must be saved as a pdf and saved to the Department FTP site with the application form. **READ THE FTP TUTORIAL!**

**Naming Convention:** The FTP site has one folder for all submissions, **CMAQ Applications**. To keep track of the applications and attachments it is **essential** you follow the following naming convention. Name of town/city followed by filename and number if more than one application form a town/city. If you are an organization or business, put the name of your organization/business in place of the town/city above. If possible, combine all supporting material into one pdf.

Example: **ConcordApplication01.pdf ConcordSupportingMaterial01.pdf**  
**MybusCompanyApplication01.pdf MybusCompanySupportingMaterial01.pdf**

**Failure to follow this naming convention will cause confusion and could result in applications and/or attachments being lost.**

A TUTORIAL DOCUMENT WILL BE PUT ON THE CMAQ WEBSITE. THIS DOCUMENT WILL SHOW HOW TO ACCESS THE FTP SITE, HOW TO COPY FILES TO THE SITE AND TO EXPLAIN THE REQUIRED NAMING CONVENTION

**Submission: *All files must be received on or before***  
**11:59 PM Friday January 6, 2023**

Direct any questions to: Tom Jameson, email: [thomas.e.jameson@dot.nh.gov](mailto:thomas.e.jameson@dot.nh.gov)  
phone: 603-271-3462

## Examples of CMAQ Eligible Projects and Programs

- Diesel engine retrofits and other advanced truck technologies
- Idle reduction
- Congestion reduction and traffic flow improvements
- Freight and intermodal
- Transportation control measures
- Bicycle and pedestrian facilities and programs
- Travel demand management
- Public education and outreach activities
- Transportation management associations
- Carpooling and vanpooling
- Carsharing
- Extreme low temperature cold start program
- Training
- Inspection and maintenance programs
- Alternative fuels and vehicles
- Innovative projects

# commuteSMART



S E A C O A S T

## Full Project Description:

COAST will collaborate with the Strafford and Rockingham Planning Commissions to reinvigorate the CommuteSMART Seacoast Transportation Management Association (TMA) with a new full time Director and budget for programming and outreach. From 2013 to 2020 NHDOT funded the development of the CommuteSMART Seacoast TMA using CMAQ dollars and turnpike toll revenues, while COAST served as the grantee and home of the TMA. The TMA was established to mitigate congestion from the Newington-Dover Spaulding Turnpike/Little Bay Bridges widening project. The TMA was highly successful in meeting or surpassing the benchmarks established for the pilot mitigation program and received national recognition for participation level given the small size of the urbanized areas it serves.

Looking solely at participation in the TMA's commuter challenges, the program engaged over 5,000 total individuals, logging close to 60,000 sustainable trips with over 1,446,163 sustainable miles, and 634 tons of CO2 saved. The average trip distance for participants was 15 miles. On post-challenge surveys 35% of participants indicated they would continue the level of sustainable commuting they demonstrated during the challenge, while 50%-55% indicated they would commute sustainably more often based on having tried it during the challenge. This said, participants were not required to log trips year-round so total avoided trips between 2013-2020 are not available.

With the conclusion of the Newington-Dover project in 2020, funding for full time staffing for the TMA ended as well. Since then, the TMA has been administered with part time staff assistance from SRPC and RPC. The RPCs have kept the program in place with an emphasis on continuing CommuteSMART's signature commuter challenge, but previous high levels of direct employer interaction and commuter participation have declined sharply without a dedicated full time staff position (a Champion). CommuteSMART Seacoast has also had to suspend its other challenge programming (Conquer the Cold and Dump the Pump) due to staffing capacity issues.

### Impact of Losing Full Time Outreach Staff

An illustration of the combined impacts of the shift from full time to part time staffing and the COVID-19 pandemic can be seen below in participation statistics from the CommuteSMART Seacoast B2B (Business to Business) Challenge between 2019-2022. In 2019 and 2020 the B2B challenge was run independently. In 2021 and 2022 the challenge was combined with the Commute Smart NH Spring Challenge. The B2B Challenge involves workplaces competing to have the most commuters get to work by means other than single occupant vehicle. Numbers from 2019 represent the B2B Challenge pre-COVID with high levels of outreach by the full time TMA Director. Pre-COVID, telework typically made up <20% of total trips.

## CommuteSMART Seacoast B2B Challenge Participation 2019-2022

Year	Scope	Teams	Commuters	Avoided Auto Trips
2019	Seacoast Only	64	927	7750
2020	Seacoast Only	29	614	9652
2021	Combined Statewide	41 total (incl 25 Seacoast)	578 total (incl 517 Seacoast)	7049 total (incl 6322 Seacoast)
2022	Combined Statewide	43 total (incl 29 Seacoast)	190 total (incl 158 Seacoast)	4365 total (incl 3770 Seacoast)

In 2020 at the height of concern over COVID, the number of participating teams and commuters dropped as on-site workplace outreach was impossible and multiple companies chose not to participate due to the pandemic. Still, overall avoided auto trips increased as most participants were telecommuting full time.

The 2021 B2B Challenge was the first without a full-time director, and the first where the Seacoast and Statewide challenges were combined. Seacoast companies made up 61% of the participating teams statewide, 89% of participating individuals, and 90% of trips. Due to the pandemic, logged trips were still primarily telework. While Seacoast participation was very high relative to the rest of the state, it declined relative to prior years. With only part time outreach, Seacoast participation in 2021 relative to 2020 was down 24% in terms of teams, 15% in terms of individual commuters, and 34% in terms of trips

In 2022 the B2B and statewide challenges were again combined, and Seacoast companies again made up the large majority of statewide participation including 67% of teams, 83% of commuters, and 86% of trips. With part-time outreach several companies that had participated pre-pandemic returned and one new company joined, but overall Seacoast participation was down again to 158 commuters and 3,770 trips. This represents an 83% drop in participants and 49% reduction in trips in comparison to pre-COVID with a full-time TMA Director and the outreach that enabled.

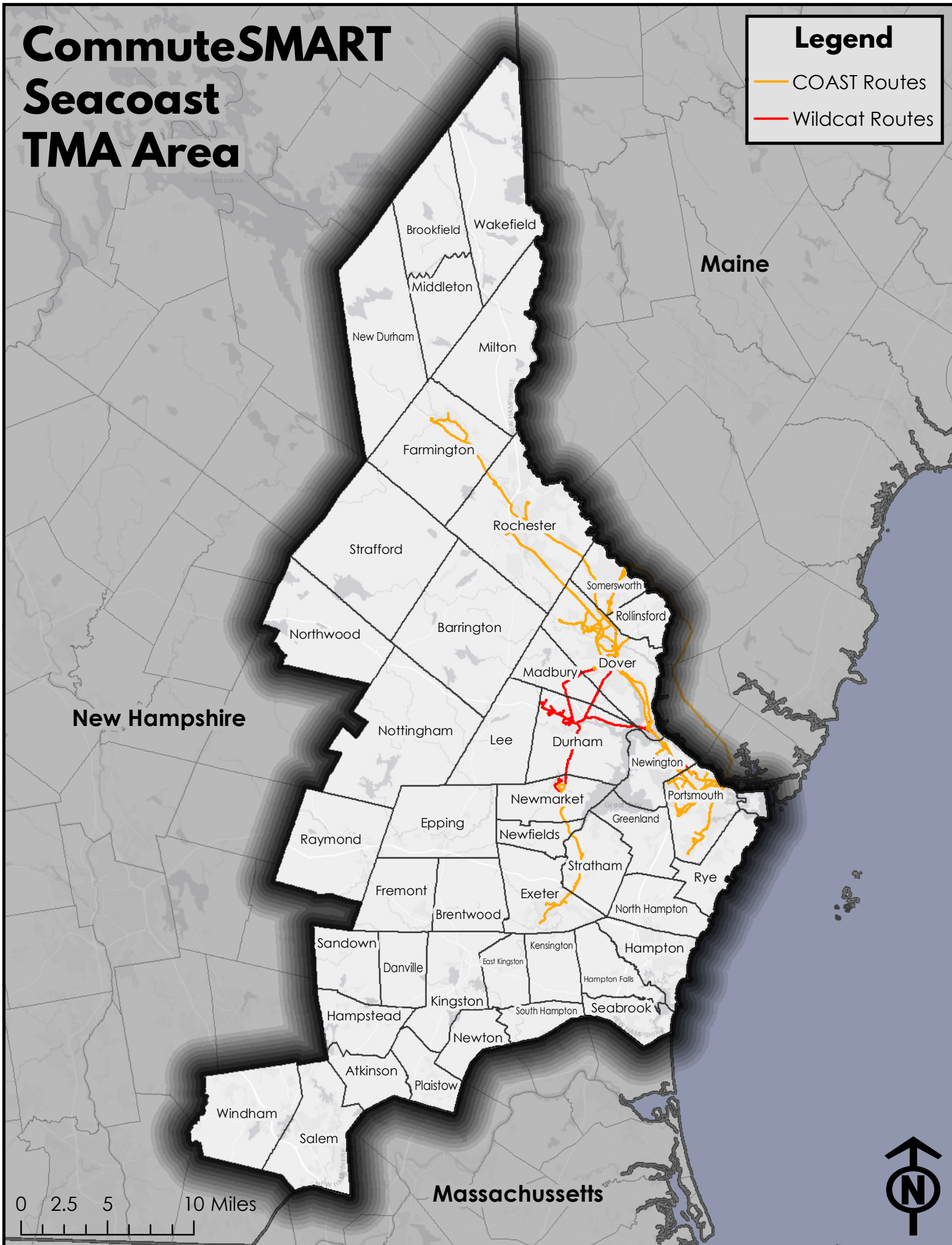
With CMAQ funding a full-time Director would once again be able to be engaged to work on reinvigorating the highly successful TMA, its three annual challenges (B2B, Dump the Pump and Conquer the Cold), and other year-round outreach activities promoting mode-shifting. Work would include direct outreach and engagement of regional employers to promote the benefits of sustainable options for commuting and to recruit new businesses to join the TMA.

While participation in CommuteSMART Seacoast programs has waned without a dedicated full time staff member, businesses in the Seacoast continue to represent the large majority of active participants in statewide commuter challenges and other similar events. Seacoast employers continue to seek support for their employees such as the CommuteSMART Seacoast TMA has been able to provide in the past, particularly as high volatility in gas prices is impacting their employees and their already stretched budgets.

# CommuterSMART Seacoast TMA Area

**Legend**

- COAST Routes
- Wildcat Routes



0 2.5 5 10 Miles





## Proposed 5 Year Operating Budget

Revenues	2025	2026	2027	2028	2029	TOTAL
COAST	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 70,000
Municipalities	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 70,000
Employers/Other Partners	\$ 2,500	\$ 2,500	\$ 5,000	\$ 7,500	\$ 10,000	\$ 25,000
Federal Funding (CMAQ)	\$ 112,000	\$ 112,000	\$ 112,000	\$ 112,000	\$ 112,000	\$ 560,000
<b>Subtotal</b>	<b>\$ 140,000</b>	<b>\$ 142,500</b>	<b>\$ 145,000</b>	<b>\$ 147,500</b>	<b>\$ 150,000</b>	<b>\$ 725,000</b>
Expenses	2025	2026	2027	2028	2029	TOTAL
Wages	\$ 60,000	\$ 63,000	\$ 64,890	\$ 66,837	\$ 68,824	\$ 323,551
Fringes	\$ 27,000	\$ 28,350	\$ 29,201	\$ 30,077	\$ 30,979	\$ 145,607
Contract Services <sup>1</sup>	\$ 2,780	\$ 2,850	\$ 2,921	\$ 2,994	\$ 3,059	\$ 14,604
Materials & Supplies <sup>2</sup>	\$ 33,480	\$ 31,142	\$ 30,400	\$ 29,565	\$ 28,660	\$ 153,246
Utilities/Services <sup>3</sup>	\$ 8,940	\$ 9,164	\$ 9,393	\$ 9,627	\$ 9,868	\$ 46,992
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Taxes & Registrations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Misc. Items <sup>4</sup>	\$ 7,800	\$ 7,995	\$ 8,195	\$ 8,400	\$ 8,610	\$ 41,000
<b>Subtotal</b>	<b>\$ 140,000</b>	<b>\$ 142,500</b>	<b>\$ 145,000</b>	<b>\$ 147,500</b>	<b>\$ 150,000</b>	<b>\$ 725,000</b>
<b>Gain/Loss</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

### Notes

1. Contracted Services include ongoing website support and maintenance and graphic design services
2. Materials & Supplies includes printing marketing materials (brochures, posters, stickers), incentive items, awards
3. Utilities/Services includes a pro-rated share of utilities at COAST administrative offices, IT services, phone service, etc.
4. Misc Items include MailChimp subscription, travel/parking, estimated cost of Guaranteed Ride Home program based on prior CSS experience, and COAST overhead charges



January 4, 2023

Mr. Thomas Jameson, CMAQ Program Manager  
NHDOT Bureau of Planning & Community Assistance  
7 Hazen Drive, PO Box 483  
Concord, NH 03302-0483

Dear Mr. Jameson,

As the Chairman of the COAST Board of Directors, I am writing this letter to enthusiastically state our organization has voted to express our full support of COAST's application for federal Congestion Mitigation/Air Quality (CMAQ) program funding to re-establish a full-time director position for the CommuteSMART Seacoast Transportation Management Association (TMA).

The COAST Board of Directors represents the participating communities of Dover, Exeter, Farmington, Newington, Newmarket, Portsmouth, Rochester, Somersworth, and Berwick and Kittery in Maine, as well as the two NH Regional Planning Commissions in our service area, Pease Development Authority, Greater Dover Chamber of Commerce, and the Goodwin Community Health Center.

COAST previously served as the home of the highly successful CommuteSMART Seacoast TMA, at the request of the NHDOT during the Newington-Dover Spaulding Turnpike/Little Bay Bridges widening project. The success of the TMA was largely based on staffing a full-time position to create a dynamic program and conduct outreach to entice area businesses/commuters to encourage/try other greener ways of commuting. The participation levels achieved by our TMA received national recognition for what we were able to achieve in a small urbanized area. We look forward to reinvigorating the TMA and resuming that level of effort and success again.

The proposed project budget includes a total cost of \$725,000 over five years to match the staffing level and outreach budget the TMA had during the Newington-Dover mitigation project, necessitating \$28,000 per year in non-federal match funding. As one of several match funding partners, COAST is committed to providing \$14,000 of matching funds annually. Our organization is also committed to matching all CMAQ funding should that be necessary.

If you have any questions, please feel free to contact Rad Nichols, the project contact, so that he can respond and clarify. Thank you very much for your consideration of our application .

Sincerely,



Dennis Shanahan, Chairman

cc: Rad Nichols, Executive Director

# STRAFFORD

Regional Planning Commission

January 6, 2023

Thomas Jameson  
CMAQ Program Manager  
NHDOT Bureau of Planning & Community Assistance  
7 Hazen Drive, PO Box 483  
Concord, NH 03302-0483

Re: Support for COAST 2023 application for CMAQ funding

Dear Mr. Jameson,

Please accept this letter on behalf of Strafford Regional Planning Commission (SRPC) conveying support for the CMAQ funding proposal from COAST to reestablish a full-time Director position for the CommuteSMART Seacoast Transportation Management Association (TMA).

CommuteSMART Seacoast has played an important role in promoting alternatives to driving alone since its inception in 2013 as a mitigation measure for the Newington-Dover Spaulding Turnpike/Little Bay Bridges widening project. The program received national recognition for participation level in smaller urbanized areas. It saw participation from over 5,000 total individuals from Seacoast communities. Participants in CommuteSMART's annual commuter challenges logged close to 60,000 sustainable trips with over 1,446,163 sustainable miles, and 634 tons of CO2 saved.

Since the end of the Newington-Dover/Little Bay Bridges construction project CommuteSMART Seacoast has been maintained with part time staffing by the area's two regional planning commissions. Unfortunately, this limited capacity hasn't been adequate to support the level of direct outreach needed to inspire behavior change of the sort the program was able to achieve with full time staffing.

Reducing single-occupancy vehicle trips, reducing congestion, and promoting alternative travel modes are all goals supported in SRPC's Metropolitan Transportation Plan. SRPC regularly collaborates with COAST and is eager to work with employers in the region to reestablish the TMA and return it to its full potential. SRPC staff along with Rockingham Planning Commission will be active participants in this project with COAST.

We urge the Department of Transportation to fund this project.

Sincerely,

Jennifer Czysz  
Executive Director, AICP  
Strafford Regional Planning Commission

cc: Rad Nichols, COAST Executive Director





January 4, 2023

Thomas Jameson  
CMAQ Program Manager  
NHDOT Bureau of Planning & Community Assistance  
7 Hazen Drive, PO Box 483  
Concord, NH 03302-0483

Dear Mr. Jameson,

The Rockingham Planning Commission is working with COAST and Strafford Regional Planning Commission to revitalize the CommuteSMART Seacoast Transportation Management Association (TMA), and supports COAST's proposal for CMAQ funding to reestablish a full time Director position and outreach budget for the TMA.

CommuteSMART Seacoast was established in 2013 as a mitigation measure for the Newington-Dover/Little Bay Bridges construction project. The TMA works with Seacoast employers to promote alternatives to driving to work – whether riding transit, ridesharing, bicycling, walking or working remotely. The program met or exceeded its targets for participation during its pilot phase, and won national recognition from the Association for Commuter Transportation (ACT) for the high levels of participation its commuter challenges generated in a smaller urbanized area. The program generated participation from over 5,000 total individuals in Portsmouth, Dover and other Seacoast communities. Participants in CommuteSMART's annual commuter challenges logged close to 60,000 sustainable trips with over 1,446,163 sustainable miles, and 634 tons of CO2 saved. On an impact per dollar spent basis, we see this as a very strong CMAQ project.

Since the end of the Newington-Dover pilot funding in June 2020 the TMA has been maintained with part time staffing by RPC and Strafford Regional Planning Commission. That said, to truly be effective at reaching new commuters and convincing them to try different ways to get to work, a TMA needs full time staffing. The impact of inadequate staffing can be seen in the decline in participation in commuter challenges since 2020. While Seacoast commuters make up the large majority of participants in the statewide Commute Smart NH challenges, Seacoast participation is down close to 80% since the loss of full-time staffing.

If the project is funded RPC anticipates participating actively with COAST and SRPC and the new TMA Director in the TMA steering committee, and working jointly to regrow participation. We also see opportunities for the TMA Director to work with the Southeast NH RCC on expanding and promoting employment transportation options in the region.

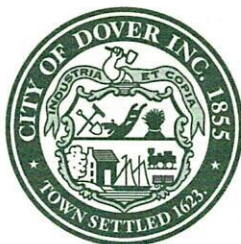
We see this as a very strong CMAQ project and encourage the Department to fund it.

Sincerely,



Tim Roache  
RPC Executive Director

DONNA P. BENTON, AICP  
Director of Planning and  
Community Development  
d.benton@dover.nh.gov



288 Central Avenue  
Dover, New Hampshire 03820-4169  
(603) 516-6008  
Fax: (603) 516-6049  
www.dover.nh.gov

## City of Dover, New Hampshire

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

January 4, 2023

Thomas Jameson  
CMAQ Program Manager  
NHDOT Bureau of Planning & Community Assistance  
7 Hazen Drive, PO Box 483  
Concord, NH 03302-0483

Dear Mr. Jameson,

I'm writing on behalf of the City of Dover to express support for the proposal from COAST for federal Congestion Mitigation/Air Quality (CMAQ) program funding to reestablish a full time Director position for the CommuteSMART Seacoast Transportation Management Association (TMA).

Since 2013 CommuteSMART Seacoast has played an important role in working with Seacoast employers to promote alternatives to driving to work – whether riding transit, ridesharing, bicycling, walking or working remotely. This has reduced traffic congestion, improved air quality and reduced carbon emissions. The program received national recognition for participation level in smaller urbanized areas. The program generated participation from over 5,000 total individuals in Portsmouth, Dover and other Seacoast communities. Participants in CommuteSMART's annual commuter challenges logged close to 60,000 sustainable trips with over 1,446,163 sustainable miles, and 634 tons of CO2 saved.

Since the end of the Newington-Dover/Little Bay Bridges construction project CommuteSMART Seacoast has been maintained with part time staffing by the area's two regional planning commissions. Unfortunately, this limited capacity doesn't appear adequate to support the level of direct outreach needed to inspire behavior change of the sort the program was able to achieve with full time staffing.

I'm happy to ask our City Manager and City Council review a request for Dover to help match funds for this effort in our next budget, though I obviously cannot guarantee what the resulting vote would be. The City of Dover sees the value in active transportation and appreciates the opportunity to highlight and promote active transportation through the CommuteSMART program.

We urge the Department of Transportation to fund this project.

Sincerely,

Donna P. Benton, AICP  
Director of Planning and Community Development  
City of Dover, NH



## CITY OF PORTSMOUTH

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Planning Department  
1 Junkins Avenue  
Portsmouth, New Hampshire  
03801  
(603) 610-7216

December 23, 2022

Thomas Jameson  
CMAQ Program Manager  
NHDOT Bureau of Planning & Community Assistance  
7 Hazen Drive, PO Box 483  
Concord, NH 03302-0483

***RE: Match Support for CommuteSMART Seacoast***

Dear Mr. Jameson,

Please accept this letter on behalf of the City of Portsmouth Planning Department conveying the City's support for the CMAQ funding proposal from COAST to reestablish a full time Director position for the CommuteSMART Seacoast Transportation Management Association (TMA).

CommuteSMART Seacoast has played an important role in promoting alternatives to driving alone since its inception in 2013 as a mitigation measure for the Newington-Dover Spaulding Turnpike/Little Bay Bridges widening project. The program received national recognition for participation level in smaller urbanized areas. It also saw participation from over 5,000 total individuals in Portsmouth, Dover and other Seacoast communities. Participants in CommuteSMART's annual commuter challenges logged close to 60,000 sustainable trips with over 1,446,163 sustainable miles, and 634 tons of CO2 saved.

Reducing vehicle miles traveled in this way is consistent with the City's sustainability work to become an Eco-Municipality as well as a more bike-friendly and pedestrian-friendly community. The City of Portsmouth is interested to partner with COAST, the City of Dover, Rockingham Planning Commission, Strafford Regional Planning Commission and major employers in the region to reestablish a full-time staff person for CommuteSMART to realize the program's full potential.

The proposed project budget includes a total cost of \$140,000 per year for five years to match the staffing level and outreach budget the TMA had during the Newington Dover mitigation project, necessitating \$28,000 per year in non-federal matching funding. As one of several match funding partners, the City of Portsmouth Planning Department will request up to \$8,000 per year in its budget for the project beginning in 2025 if CMAQ funding is awarded. Given the delay until federal funding will be available, if awarded, the City cannot commit funds out of the current year budget.

We urge the Department of Transportation to fund this project.

Sincerely,

*Beverly Mesa-Zendt*

Beverly Mesa-Zendt  
Planning Director  
CC: Karen Conard, City Manager; Peter Britz Assistant Planning Director; Peter Stith, Principal Planner

*The Chamber* —————  
**COLLABORATIVE**  
of Greater Portsmouth

500 Market Street Portsmouth, NH 03801  
Portsmouth Collaborative.org

January 3, 2023

Thomas Jameson  
CMAQ Program Manager  
NHDOT Bureau of Planning & Community Assistance  
7 Hazen Drive, PO Box 483  
Concord, NH 03302-0483

Dear Mr. Jameson,

I'm writing on behalf of The Chamber Collaborative of Greater Portsmouth and our 700 local businesses with over 10,000 employees to express support for the proposal from COAST for federal Congestion Mitigation/Air Quality (CMAQ) program funding to reestablish a full time Director position for the CommuteSMART Seacoast Transportation Management Association (TMA).

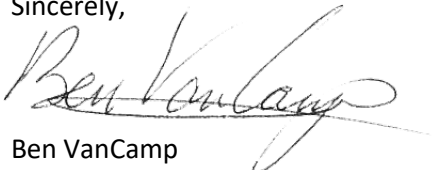
Since 2013 CommuteSMART Seacoast has played an important role in working with Seacoast employers to promote alternatives to driving to work – whether riding transit, ridesharing, bicycling, walking or working remotely. This has reduced traffic congestion, improved air quality and reduced carbon emissions. The program received national recognition for participation level in smaller urbanized areas. The program generated participation from over 5,000 total individuals in Portsmouth, Dover and other Seacoast communities. Participants in CommuteSMART's annual commuter challenges logged close to 60,000 sustainable trips with over 1,446,163 sustainable miles, and 634 tons of CO2 saved.

Since the end of the Newington-Dover/Little Bay Bridges construction project CommuteSMART Seacoast has been maintained with part time staffing by the area's two regional planning commissions. Unfortunately, this limited capacity hasn't been adequate to support the level of direct outreach needed to inspire behavior change of the sort the program was able to achieve with full time staffing.

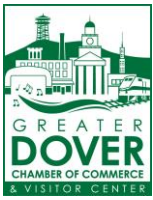
Diverse, reliable, and dependable transportation is a critical concern of the Portsmouth business community. Alternative transportation options are needed to support this goal and this position will enable COAST to once again be a leader of our business community in this effort. Reducing our carbon footprint as a community and encouraging healthy forms of travel is a goal the entire business community shares.

We urge the Department of Transportation to fund this project.

Sincerely,



Ben VanCamp  
Chief Collaborator & President



## Greater Dover Chamber of Commerce & Visitor Center

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### Board of Directors

**Renee Touhey-Childress, Chair**  
Dover Children's Home

**Dr. Michael Cooledge, Chair Elect**  
Thrive Family Chiropractic

**Michael Mengers, Vice Chair**  
UNH Professional Development &  
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**Scott Behan**  
Blue Dolphin Screenprint & Embroidery

**Michael Blanchette**  
Liberty Mutual

**Benjamin Bradley**  
Wentworth-Douglass Hospital

**Kevin Foley**  
First Seacoast Bank

**Kelly Glennon**  
Jewelry Creations

**Benjamin Lord**  
Chapel + Main

**Ian Oneail**  
Bangor Savings Bank

**Christopher Parker**  
City of Dover

**Glenn Sabalewski**  
Seacoast Media Group

**Abby Sykas Karoutas**  
Cleveland, Waters and Bass, P.A.

### Staff

**Margaret Joyce**  
President

**Melissa Launder**  
Membership & Business Programs  
Manager

**Hope Anderson**  
Community Events Manager

**Kameron Towle**  
Communications Specialist

**Donna Rinaldi**  
Finance Manager

December 28, 2022

Thomas Jameson, CMAQ Program Manager  
NHDOT Bureau of Planning & Community Assistance  
7 Hazen Drive, PO Box 483  
Concord, NH 03302-0483

Dear Mr. Jameson,

I'm writing on behalf of the Greater Dover Chamber of Commerce to express support for the proposal from COAST for federal Congestion Mitigation/Air Quality (CMAQ) program funding to reestablish a full-time director position for the CommuteSMART Seacoast Transportation Management Association (TMA).

Since 2013, CommuteSMART Seacoast has played an important role in working with Seacoast employers to promote alternatives to driving to work – whether riding transit, ridesharing, bicycling, walking, or working remotely. This has reduced traffic congestion, improved air quality and reduced carbon emissions. The program received national recognition for participation level in smaller urbanized areas. The program generated participation from over 5,000 total individuals in Portsmouth, Dover, and other Seacoast communities. Participants in CommuteSMART's annual commuter challenges logged close to 60,000 sustainable trips with over 1,446,163 sustainable miles, and 634 tons of CO2 saved.

Since the end of the Newington-Dover/Little Bay bridges construction project, CommuteSMART Seacoast has been maintained with part-time staffing by the area's two regional planning commissions. Unfortunately, this limited capacity hasn't been adequate to support the level of direct outreach needed to inspire behavior change of the sort the program was able to achieve with full-time staffing.

The Greater Dover Chamber of Commerce is a not-for-profit association of businesses, professionals, individuals, and organizations working together to advance the economic well-being of its members and the community. We are also part of the Seacoast Chamber Alliance and, collectively, we represent more than 2,500 businesses whose employees live, work, and play in the greater Seacoast region.

We urge the Department of Transportation to fund this project.

Sincerely,

Margaret Joyce, GDCC President



OAK POINT  
ASSOCIATES

architecture  
engineering  
planning

January 5, 2023

Thomas Jameson  
CMAQ Program Manager  
NHDOT Bureau of Planning & Community Assistance  
7 Hazen Drive, PO Box 483  
Concord, NH 03302-0483

Dear Mr. Jameson,

I'm writing on behalf of Oak Point Associates to express support for the proposal from COAST for federal Congestion Mitigation/Air Quality (CMAQ) program funding to reestablish a full time Director position for the CommuteSMART Seacoast Transportation Management Association (TMA).

Since 2013 CommuteSMART Seacoast has played an important role in working with Seacoast employers to promote alternatives to driving to work – whether riding transit, ridesharing, bicycling, walking or working remotely. This has reduced traffic congestion, improved air quality and reduced carbon emissions. The program received national recognition for participation level in smaller urbanized areas. The program generated participation from over 5,000 total individuals in Portsmouth, Dover and other Seacoast communities. Participants in CommuteSMART's annual commuter challenges logged close to 60,000 sustainable trips with over 1,446,163 sustainable miles, and 634 tons of CO2 saved.

Since the end of the Newington-Dover/Little Bay Bridges construction project CommuteSMART Seacoast has been maintained with part time staffing by the area's two regional planning commissions. Unfortunately, this limited capacity hasn't been adequate to support the level of direct outreach needed to inspire behavior change of the sort the program was able to achieve with full time staffing.

Oak Point Associates is an Architecture and Engineering firm that is committed to sustainability in our designs and our actions. Our Portsmouth, New Hampshire, office has participated in many of the past CommuteSMART programs such as the Business to Business, Conquer the Cold, and Dump the Pump challenges, both as an office and as individuals. For some the challenges are a way to be rewarded for the sustainable practices they already use, and for others, the challenges have been the impetus to start thinking about better ways they can get to work than alone in a car.

We urge the Department of Transportation to fund this project.

Sincerely,

Peter MacGovern  
Oak Point Associates

January 4, 2023

Thomas Jameson  
CMAQ Program Manager  
NH DOT Bureau of Planning & Community Assistance  
7 Hazen Drive, PO Box 483  
Concord, NH 03302-0483

Dear Mr. Jameson,

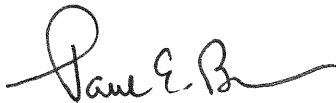
I'm writing on behalf of the Pease Development Authority to express support for the proposal from COAST for federal Congestion Mitigation/Air Quality (CMAQ) program funding to reestablish a full time Director position for the CommuteSMART Seacoast Transportation Management Association (TMA).

Since 2013 CommuteSMART Seacoast has played an important role in working with Seacoast employers to promote alternatives to driving to work – whether riding transit, ridesharing, bicycling, walking or working remotely. This has reduced traffic congestion, improved air quality and reduced carbon emissions. The program received national recognition for participation level in smaller urbanized areas. The program generated participation from over 5,000 total individuals in Portsmouth, Dover and other Seacoast communities. Participants in CommuteSMART's annual commuter challenges logged close to 60,000 sustainable trips with over 1,446,163 sustainable miles, and 634 tons of CO2 saved.

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We urge the Department of Transportation to fund this project.

Sincerely,



Paul E. Brean  
PDA Executive Director



**try transit week** October 19-23  
contests, prizes and giveaways all week!  
coastbus.org

**Check out these fun events!**

**Monday, Oct. 19th**  
**Selfie on the Bus!**  
Why not take a selfie while you wait for the bus...board the bus...ride the bus? Post it on social media with #COASTbus to receive a free roundtrip COAST bus ticket.  
AND, for each photo you post, you will be entered in a raffle for a free monthly bus pass (a \$52 value).

**Tuesday, Oct. 20th**  
**Sticker Day!**  
The first 1,000 riders get a free, "I Rode the Bus" sticker to proudly wear.

Turn over for more events!

**COAST**  
www.coastbus.org



**RIDE TO WIN!**  
COAST'S CLIPPER CONNECTION BUS TO THE SHIPYARD

commuteSMART  
SEACOAST

**COAST**  
Cooperative Alliance for Seacoast Transportation

[www.coastbus.org](http://www.coastbus.org)







REGISTER HERE

LOG TRIPS HERE

LEARN MORE

TELEWORK 101



commuteSMART



**B2B** MAY 1-31  
**CHALLENGE**

get to work the fun way!



### What is commuteSMARTseacoast?

CommuteSMARTseacoast is a Transportation Management Association (TMA) that promotes smart commuting options like carpooling, vanpooling, taking the bus, bicycling, walking, and teleworking. Our mission is to support a livable and economically vibrant greater Seacoast community.

COAST  
42 Summer Dr.  
Dover, NH 03820

arugg@commuteSMARTseacoast.org  
603-743-5777 x. 109 (office phone)  
603-953-3176 (cell)



[commuteSMARTseacoast.org](http://commuteSMARTseacoast.org)

### 2016 Participating Companies and Awards:

Amadeus

**BOWST** - Most Trips (small company)  
Calypso Communications  
City of Portsmouth  
City of Rochester  
COAST

**Heinemann** - Most Improved Team;  
Most Social Media Buzz

**Hubspot** - Most Trips (large company);  
Most Team Spirit

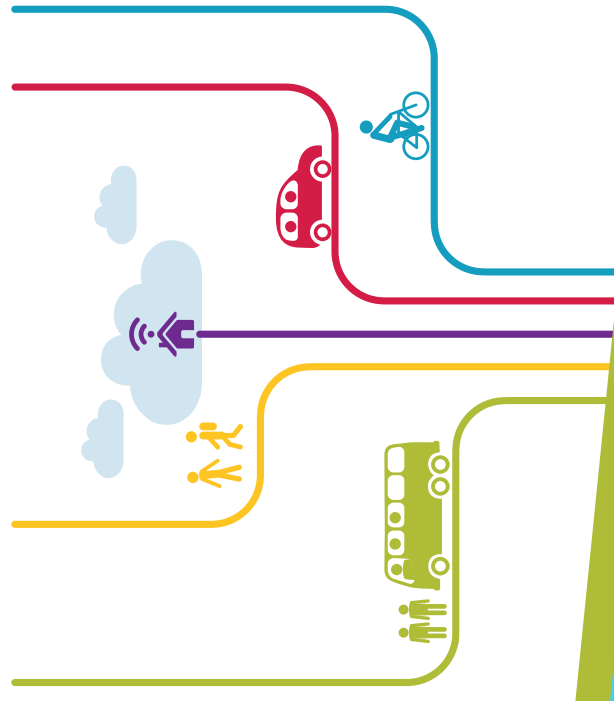
**IAPP** - Best Team 2016,  
Most New Smart Commuters  
IPSUMM

**Loftware** - Most Trips (medium company)  
Lonza

**LTC Partners** - Most Trips (major company)  
National Passport Center  
NH Dept. Environmental Services  
Oak Point Associates  
Papa Wheelies  
PAX World

Pease Development Authority  
Rockingham Planning Commission  
Stafford Regional Planning

**Sun Life Financial** - Most New Smart Commuters (large company)  
**Timberland** - Most New Smart Commuters (major company)  
TMS Architects  
Vital Design



Does your company have what it takes to win?

May 1<sup>ST</sup> - 31<sup>ST</sup> 2017



## BIKE. CARPOOL. TELEWORK. RIDE THE BUS. WIN!

Commute Smart Seacoast B2B Challenge invites all employers in Seacoast New Hampshire to compete for the honor of having the smartest, greenest commuting workforce. There are great prizes, a trophy to display in your workplace, social media buzz, and the exhilarating thrill of victory!



This competition is all about getting more people logging more trips using sustainable transportation like biking, walking, riding the bus, carpooling to work, or teleworking. There are a number of prizes, and EVERYONE WINS by saving money, lowering stress and doing something good for the environment. The teamwork feels great, too!



Prizes will be awarded in five categories: most sustainable trips logged, most social media buzz, most improved team, most new smart commuters, and most team spirit. All participating employees will receive a coffee gift card and event give-aways.

commuteSMART



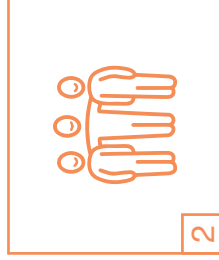
S E A C O A S T

## B2B CHALLENGE

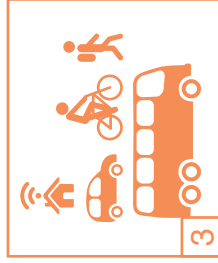
### HOW THE COMPETITION WORKS



ENTER YOUR COMPANY



PROMOTE TO YOUR CO-WORKERS



START COMMUTING SMART!



CHALLENGE KICKS OFF



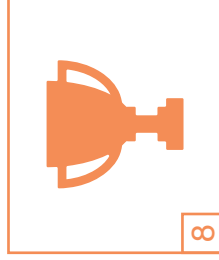
PARTICIPANTS LOG TRIPS



SHARE ON SOCIAL MEDIA  
#CommuteToWin



REAL-TIME LEADER BOARD



WIN AND CELEBRATE!  
JUNE 8TH!

## HOW TO ENTER

Any seacoast employer is invited to enter. There's no fee, just a participant agreement and contest rules to read and sign. For more information or to register online, visit [commuteSMARTseacoast.org/Challenge/2017](http://commuteSMARTseacoast.org/Challenge/2017) Or, contact Anne Rugg, manager of commuteSMARTseacoast and the Challenge's head cheerleader. [arugg@commuteSMARTseacoast.org](mailto:arugg@commuteSMARTseacoast.org).



## WHY DO IT?

Compared to driving alone, it saves money and does wonders for employees' mental and physical health. The teamwork of competition can be a big boost to morale, team spirit and job satisfaction.



### Comments from team captains:

"It brings people together and helps create team spirit."

"Motivated us to meet our sustainability goals"

"It made us feel part of the community"

"Gets people to try a different mode that they didn't know about before"



In the midst of the COVID lockdown, smart commuters logged 25% more trips and reduced CO2 emissions by 75% as compared to last year.



**614**  
Participants

**29**  
Teams



**9,652**  
Trips  
(94% telework)

**147**  
Tons of CO<sub>2</sub>  
Saved

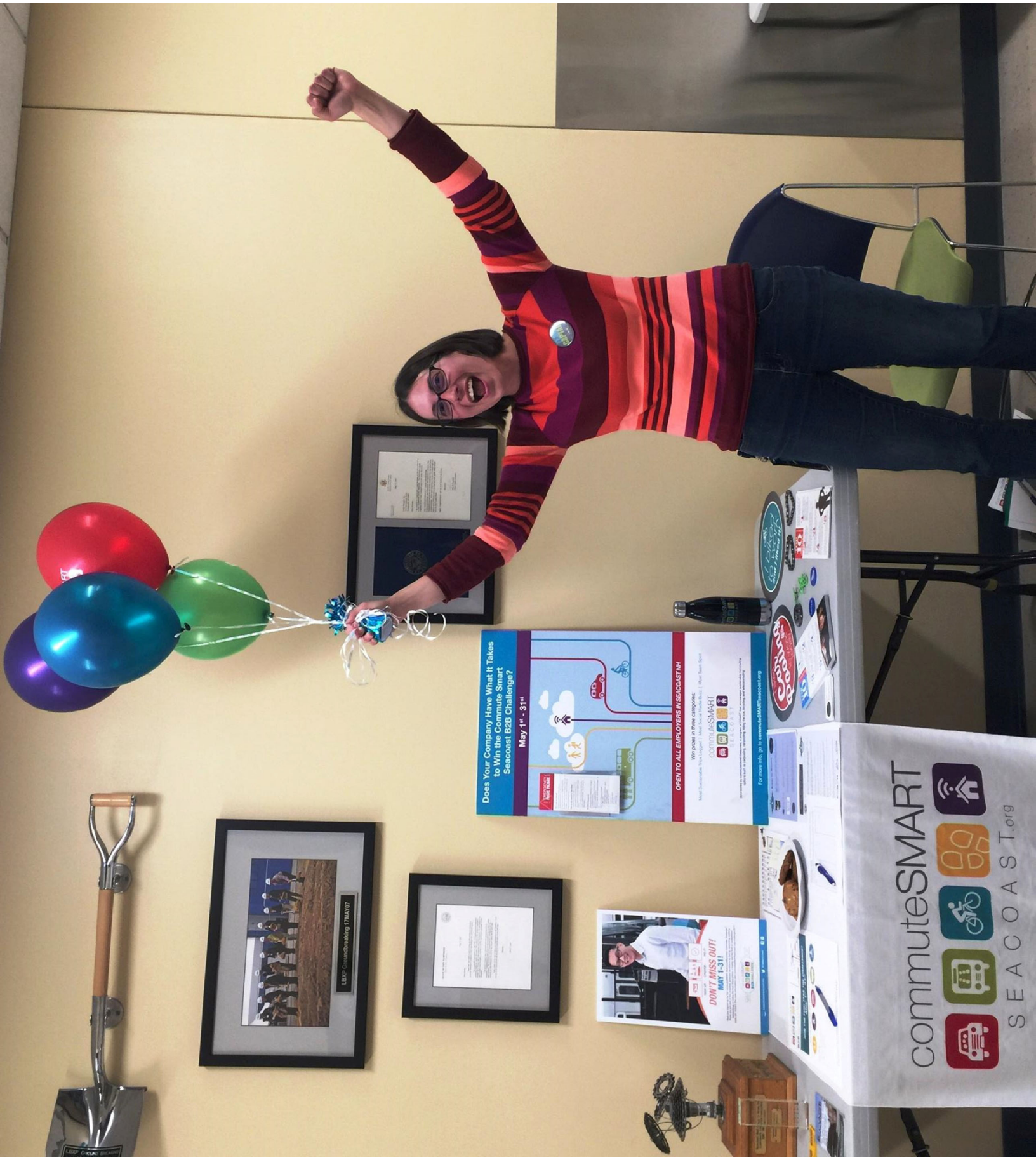


**\$200,944**  
Dollars Saved

Miles Saved

**352,534**





Does Your Company Have What it Takes to Win the Commute Smart Seacoast B2B Challenge? May 1<sup>st</sup> - 31<sup>st</sup>

**OPEN TO ALL EMPLOYERS IN SEACOAST!**

We pose in three categories:

- Most Sustainable
- Most Convenient
- Most Green

**commuteSMART**

For more info, go to [commutesmartseacoast.org](http://commutesmartseacoast.org)

commuteSMART

SEACOAST.org

**DON'T MISS OUT!**

MEET US!!

