

CTAP Organizational Structure

To assist communities in the I-93 region plan for growth, the NHDOT is committed to a comprehensive \$3.5 million program that will provide technical assistance to the 26 towns and cities influenced by the I-93 reconstruction project. The Community Technical Assistance Program (CTAP) will help communities meet the wide range of challenges faced in the region by providing technical assistance and access to tools for innovative land-use planning. CTAP is a joint effort between the 26 communities in the corridor, state and federal agencies, regional planning commissions, and several non-governmental organizations (NGOs). The following is a brief description of the different working bodies within CTAP.

CTAP Corridor Communities

The CTAP Corridor is made up of 26 towns and cities. These communities were selected through a process which identified them as being affected by direct and secondary impacts from the expansion of Interstate-93. The CTAP Corridor Communities are the “clients” of CTAP. All programs are being designed with engaged input from representatives of these communities.

CTAP Community

The CTAP Community is made up of three committees representing three constituency groups within the CTAP Corridor: the *Local Government Committee*, the *Non-Governmental Organization Committee*, and the *Agency Committee*—representing regional, state, and federal agencies. Together, these three committees are referred to as the CTAP Community. The CTAP Community has approximately 80 representatives from these three constituency groups. The CTAP Community meets as a group three to

four times a year to provide input and feedback on CTAP. The CTAP Community created the Program Vision at its Kick-Off Meeting on December 1, 2005. They are also responsible for developing overall strategies and approaches for achieving the CTAP Vision, nominating and electing the CTAP Steering Committee, and providing guiding input and feedback on CTAP.

Local Government Committee

Each of the 26 communities has a representative and an alternate appointed by the governing board. Representatives and alternates may be any individuals that represent the interests of specific communities and do not need to serve on a local board.

Representatives are asked to be the two way point of contact between their community and the CTAP effort, to sign off on applications for their community's discretionary account application(s), and to serve (if interested and elected) on the CTAP Steering Committee (see below). Representatives and Alternates will be notified of all CTAP events and CTAP related events. They are the point person for their community about these events and how their communities may be involved in CTAP. It is expected that one or both of these members will attend the CTAP Community meetings held three to four times per year. The Local Government Representatives and Alternates are a significant resource to CTAP and assist in identifying leveraging and partnership opportunities for the Program.

Non-Governmental Organization Committee

The NGO Committee is comprised of 16 representative organizations. This committee serves to represent all NGOs within the I-93 corridor. NGOs in the region were invited to participate in a preliminary process through which the 16 representative NGOs were unanimously selected based on established and agreed upon criteria. It is expected that

the NGO Representatives will attend the CTAP Community meetings held three to four times per year. The NGO representatives are a significant resource to CTAP and assist in identifying leveraging and partnership opportunities for the Program.

Agency Committee

The Agency Committee is comprised of regional, state, and federal agency representatives. All four Regional Planning Commissions in the I-93 corridor are represented (Southern, Central, Rockingham, and Nashua). State agencies include the NH Department of Transportation, the NH Department of Fish & Game, NH Office of Energy and Planning, NH Department of Environmental Services, NH Department of Resources & Economic Development, NH Community Development Finance Authority, NH Department of Education, NH Division of Historic Resources, NH Department of Cultural Resources, and NH Health and Human Services. Federal Agencies include the Federal Highway Department and the New England Environmental Protection Agency. It is expected that that the Agency Representatives will attend the CTAP Community meetings held three to four times per year. The Agency Representatives are a significant resource to CTAP and assist in identifying leveraging and partnership opportunities for the Program.

CTAP Steering Committee

The CTAP Steering Committee is a 13-member body which guides the policy and program development of CTAP. This committee is made up of seven community representatives (elected annually by the 26 community representatives) and six Agency/NGO representatives. A certain number of Agency/NGO seats are reserved to represent housing, environment, and economic perspectives. The reserved Agency/NGO

seats are appointed by the Steering Committee. This group meets nine times per year (or as needed). The major responsibilities of the Steering Committee include:

- Approving Annual Work Program.
- Approving approach for program evaluation.
- Providing input on leveraging opportunities.
- Approving appeal/arbitration process for any program disputes.
- Approving program evaluation reports.

CTAP Management Team

The Management Team is responsible for overseeing the day-to-day operation of CTAP.

This team is comprised of the DOT Project Manager, an OEP Representative, and a DES Representative. This group meets once a week. Other major responsibilities of the management team include the dissemination of information, the identification of leveraging and partnership opportunities, and the management of the implementation of CTAP Programs.

CTAP Theme Working Groups

In the spring of 2006 the Steering Committee sanctioned four working groups to address the four major areas of program interest: Theme A: Community Infrastructure, Theme B: Environmental Protection, Land Use, and Open Space, Theme C: Downtown & Village Centers and Community Vitality, and Theme D: Local Economy. Each group is responsible for setting priorities within their theme area. Recommendations from these groups are used by the Working Group co-chairs, the Steering Committee, and the Management Team to develop yearly work plans for CTAP. Any interested individual, with or without prior involvement with CTAP, may participate on a Theme Working Group or groups.

Regional Planning Commissions

The four Regional Planning Commissions in the CTAP Corridor are under contract to implement the CTAP Year-One Programs. Their work plans and scopes of work are approved by the CTAP Steering Committee. They are responsible for responding to local community needs relating to CTAP, engaging community members in CTAP Year-One Programs, and disseminating CTAP information.

CTAP Community Boards

Some of the 26 communities have formed local CTAP Committees comprised of local board members. Organized by the Regional Planning Commissions these committees help coordinate CTAP activities and enhance communications with local boards in their community.

Antioch New England Institute

Antioch New England Institute (ANEI) works under contract with the NH DOT to support and help facilitate the CTAP process. Main responsibilities include assisting in the general organization of the effort, to organize and facilitate the work of four theme working groups in creating the year-two through year-five activities, and creating the evaluation program for CTAP. In addition to these responsibilities, ANEI serves as one of the primary conduits of information about Community and Corridor related events.

For additional information about these roles and responsibilities please contact Ansel

Sanborn at the New Hampshire Department of Transportation.

Phone: (603) 271-7971

Email: asanborn@dot.state.nh.us