

ALAN M. ARAKAWA  
MAYOR



DON MEDEIROS  
Director

MARC I. TAKAMORI  
Deputy Director  
Telephone (808) 270-7511

**DEPARTMENT OF TRANSPORTATION**

COUNTY OF MAUI  
200 South High Street  
Wailuku, Hawaii, USA 96793-2155

RECEIVED  
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COUNTY CLERK

November 13, 2017

Ms. Lynn A.S. Araki-Regan  
Budget Director, County of Maui  
200 South High Street  
Wailuku, Maui, Hawaii 96793

Honorable Alan M. Arakawa  
Mayor, County of Maui  
200 South High Street  
Wailuku, Maui, Hawaii 96793

APPROVED FOR TRANSMITTAL

Mayor  
11/14/17  
Date

For Transmittal to:

Honorable Michael White, Chair  
and Members of Maui County Council  
200 South High Street  
Wailuku, HI 96793

Dear Chair White:

**Subject: Notification of Grant Award Pursuant to Ordinance No. 4456 Bill No. (2017) –  
FTA – Maui MPO FY2018 Unified Planning Work Program**

Pursuant to the above noted ordinance, please find attached a letter dated November 13, 2017 from State of Hawaii Department of Transportation confirming the obligation in the amount of \$200,000.00. These funds are for transportation planning portion of the Maui MPO FY2018 Unified Planning Work Program, a copy attached for your convenience.

Should you have any questions, please contact the Maui MPO Executive Director Lauren Armstrong at extension 8216.

Sincerely,

Don Medeiros, Director

Attachments

Cc: County of Maui, Department of Finance, Accounting Program

COUNTY COMMUNICATION NO. 17-454

**COUNTY OF MAUI  
DEPARTMENT OF FINANCE**

**REQUEST FOR GRANT INDEX CODE**

**County of Maui's Fiscal Year:** FY2018

**GRANT/PROJECT TITLE:** FTA- Maui MPO FY2018 UPWP

**Grant No./Identification No.** FAIN 1623-2017-2

**Grant/Performance Period:** July 1, 2017-September 30, 2020

**Award Amount:** \$ 200,000.00

**Department's Primary Contact:** Karen Tamaki

**Primary Contact Phone #:** 270-7519

**Type of Grant:**

	<u>{Check one}</u>	<u>CFDA # (1)</u>	<u>Agency Name</u>
1 Federal	<input type="checkbox"/>		
2 Fed Pass Thru' State (2)	<input checked="" type="checkbox"/>	<u>20.505</u>	<u>County of Maui DOT/ Maui MPO</u>
3 State	<input type="checkbox"/>	n/a	
4 Private	<input type="checkbox"/>	n/a	
5 Other, please specify	<input type="checkbox"/>	n/a	

**Submit the following additional documents:**

- 1) Grant Agreement, or Letter of Intent to Award Funds
- 2) Respective page of the Council Adopted Budget (for original appropriation)  
OR, copy of the Ordinance, if this grant is approved via budget amendment
- 3) Copy of the written notification to the Council and to the Budget Office of the award

**For Finance/GL Section:**

Index code: \_\_\_\_\_

Sub-Object to be used for the receipt of revenue: \_\_\_\_\_

*(FOR reimbursement of grant expenditures)*

*Note: This form will be returned to the Department as soon as index code is created.*

*(1) CFDA = Catalog of Federal Domestic Assistance (can be found on the grant application or maybe obtained from the grantor (Federal Agency))*

*(2) Federal Pass Through State= The grant was awarded to the State. After receiving the grant, the State then passes the federal money to the county. In this situation, the County becomes a subrecipient.*

**Please submit original form to Accounts G/L Section ATTN: Ortaine Acidera.**

DAVID Y. IGE  
GOVERNOR



STATE OF HAWAII  
DEPARTMENT OF TRANSPORTATION  
STATEWIDE TRANSPORTATION PLANNING OFFICE  
200 RODGERS BOULEVARD  
HONOLULU, HAWAII 96819-1812

JADE T. BUTAY  
INTERIM DIRECTOR

Deputy Director  
ROSS M. HIGASHI  
EDWIN H. SNIFFEN  
DARRELL T. YOUNG

IN REPLY REFER TO:  
STP 8.2252

November 13, 2017

Ms. Lauren Armstrong  
Executive Director  
County of Maui  
Metropolitan Planning Organization  
200 South High Street  
Wailuku, Hawaii 96793

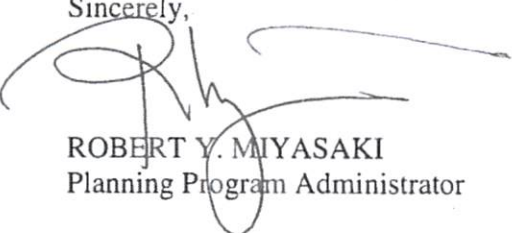
Dear Ms. Armstrong:

Subject: 49 U.S.C. Section 5305(d) - Metropolitan Planning Program  
Federal Fiscal Year 2017

The grant for the subject program is being processed with the Federal Transit Administration. While Hawaii Department of Transportation currently has the apportionment, the funds cannot be released until the grants have been fully executed. Once executed, your anticipated share of the total apportionments will be \$200,000.00.

If there are any questions, please call Mr. Ryan Fujii at telephone number (808) 831-7984.

Sincerely,



ROBERT Y. MIYASAKI  
Planning Program Administrator

appropriated as County matching funds may be encumbered and disbursed for operations, services, or equipment.

A. Notwithstanding the provisions contained in Section 7, appropriations may be disbursed by a department to reimburse another department for work performed.

**SECTION 8.** General obligation bonds appropriated in this ordinance need not be authorized contemporaneously with this ordinance to be included as estimated revenues. Any increase or decrease in revenues or any increase or decrease in appropriations to any department or program, or any transfer of funds from one department to another, or any transfer of funds within a department, shall be made in accordance with law.

**SECTION 9.** All provisions of law contained in the Maui County Code and Hawaii Revised Statutes, both as amended, that affect the expenditure of the revenues from the rates, fees, assessments and taxes herein adopted, are incorporated herein and made a part hereof. All provisions of law limiting the expenditure of fund revenues are incorporated herein and made a part hereof.

**SECTION 10.** The capital improvement projects as described in Appendix "C," attached hereto, are incorporated herein by reference and made a part hereof, except as otherwise provided for in other sections of this ordinance.

### GRANT REVENUES

**SECTION 11.** The grant revenues, which include revenues from grants and revenues with restricted uses, set forth in Appendix A, Part I (attached hereto and made a part hereof), are expected to be derived by the County from Federal, State, or private sources during Fiscal Year 2018. These grant revenues are hereby appropriated in the amounts set forth in Appendix A, Part I, to the programs and uses identified therein; provided, that disbursement is conditioned on: (1) receipt of a notification of grant award from the grantor, or receipt of notification from the grantor that the grant award will be forthcoming and that the County is authorized to incur costs pursuant to such grant award; and (2) written notice to the County Council, to which a copy of the notification from the grantor is attached. When a specific amount from a grant is appropriated for a specific position, the individual in that position shall be paid only the amount so specified during this fiscal year and no more, notwithstanding that the terms or rules and regulations of the grant may allow additional pay for said position. Unless specifically authorized, grant revenues shall not be used for salaries and personnel services for a County position.

A. Subject to the requirements of this section, the Mayor is hereby authorized to execute any documents to receive and expend the funds for the grants and programs identified in Part I of Appendix A.

B. Grant revenues derived during Fiscal Year 2018 that are not included in Part I of Appendix A shall be subject to Sections 12 and 13, as may be appropriate.

**SECTION 12.** Whenever the County is notified that grant revenues are available from Federal or State sources for programs other than those identified in Part I of Appendix A, the County Council may authorize the acceptance of such revenues by adding the revenues to Part I of Appendix A. The following procedure shall apply.

A. These grant revenues are deemed appropriated upon enactment of an ordinance adding the estimated revenues to Part I of Appendix A; provided, that disbursement is conditioned on: (1) receipt of a notification of grant award from the grantor, or receipt of notification from the grantor that the grant award will be forthcoming and that the County is authorized to incur costs pursuant to such grant award; and (2) written notice to the County Council, to which a copy of the notification from the grantor is attached.

B. Subject to the requirements of this Section, the Mayor is hereby authorized to execute any documents to receive and expend the funds for the programs identified in the grant award.

**SECTION 13.** Whenever the County receives donations of monies from private sources not provided for in Part I of Appendix A, the County Council may approve its acceptance and authorize its expenditure in accordance with Chapter 3.56, Maui County Code.

**SECTION 14.** The special purpose revenues set forth in Appendix A, Part II (attached hereto and made a part hereof), are expected to be on hand as of June 30, 2017, or derived by the County during Fiscal Year 2018, from the programs or activities described in the Revised Charter of the County of Maui (1983), as amended, the Maui County Code, or the Hawaii Revised Statutes at the references set forth under A through S therein. The balance remaining in each of the special purpose revenue funds as of June 30, 2017, is hereby re-appropriated to the particular fund. Revenues derived from the particular program or activities during the fiscal year shall be deposited into the applicable special purpose revenue fund. Expenditures from a fund shall be through appropriations set forth in Appendix A.II. of the annual budget ordinance.

#### FEES, RATES, ASSESSMENTS AND TAXES

**SECTION 15.** The fees, rates, assessments and taxes as set forth in Appendix B (attached hereto and made a part hereof) are hereby adopted and set in accordance with Section 9-7 of the Revised Charter of the County of Maui (1983), as amended.

#### CONCESSIONS, LEASES AND LICENSES

**SECTION 16.** The schedule of the County of Maui's concessions, leases and licenses are set forth in Appendix B-1 (attached hereto and made a part hereof).

**APPENDIX A**

**I. GRANT REVENUE - SCHEDULE OF GRANTS BY DEPARTMENTS  
AND PROGRAMS FOR FISCAL YEAR 2018**

<u>REQUEST DEPARTMENT/PROGRAM</u>	<u>APPROPRIATION</u>
1. Emergency Management Agency	
a. Emergency Management Performance Grant (EMPG)	100,000
b. State Homeland Security Grant (SHSG) Program	500,000
2. Department of Environmental Management	
a. Department of Health West Maui Public Outreach Grant	50,000
b. Deposit Beverage Container Program	50,000
c. Electronics Program	400,000
d. Glass Recovery Program	110,000
e. Recycling Program - Landfill Diversion	300,000
3. Department of Finance	
a. Commercial Driver's License (CDL) Program	548,321
(1) Provided, that disbursement for salaries and premium pay is limited to 6.0 Limited Term Appointment (LTA) equivalent personnel.	
b. Periodic Motor Vehicle Inspection Program	478,028
(1) Provided, that disbursement for salaries and premium pay is limited to 5.0 LTA equivalent personnel.	
c. State Disability and Communications Board (DCAB) Program	12,038
(1) Provided, that disbursement for salaries and premium pay is limited to 0.3 LTA equivalent personnel.	
d. State Identification (SID) Program	212,445
(1) Provided, that disbursement for salaries and premium pay is limited to 2.0 LTA equivalent personnel.	
e. State Motor Vehicle Registration Program	348,188
(1) Provided, that disbursement for salaries and premium pay is limited to 4.0 LTA equivalent personnel.	

(1) Provided, that disbursement for salaries and premium pay is limited to 6.0 LTA equivalent personnel.

- i. Victim/Witness Assistance Program 96,522
  - (1) Provided, that disbursement for salaries and premium pay is limited to 1.0 LTA equivalent personnel.

12. Department of Public Works

- a. Federal Highway Administration, Federal-Aid and Other Transportation Grants 11,200,000
- b. Hazard Mitigation Grant Program 150,000
- c. Private Contributions 30,000
- d. State of Hawaii Department of Transportation 1,200,000
- e. State of Hawaii Department of Transportation – Safe Routes to School Program Special Fund 225,000

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13. Department of Transportation

- a. Federal Transit Administration (FTA) and Other Transportation Program Grants 600,000
  - (1) Provided, that disbursement for salaries and premium pay is limited to 2.0 LTA equivalent personnel.

- 
- b. Federal Transit Administration (FTA) Section 5311 Rural Transit Assistance Program (RTAP) 20,000
  - c. Federal Transit Administration (FTA) Section Rural/5339 Formula Funds Program 1,100,000
  - d. Federal Transit Administration (FTA) Section Small Urban/5339 Formula Funds Program 400,000
  - e. Federal Transit Administration (FTA) Section 5311 Non-Urbanized Area Formula Program 600,000
  - f. Urbanized Area Formula Program 5307 1,100,000

14. Additional Revenues Received Pursuant to the Foregoing Grants 500,000
- (1) Provided, that a quarterly report be submitted to the Council on excess grant revenues received by the County.



U.S. Department  
of Transportation

**Federal Transit Administration  
Federal Highway Administration**

FTA – Region IX  
90 7th Street, Suite 15-300  
San Francisco CA 94103-6701

FHWA - Hawaii Division  
300 Ala Moana Blvd #3306  
Honolulu, HI 96850-3306

July 19, 2017

In Reply Refer To: HAD-HI

David Goode, Chairman  
MauiMPO Policy Board  
200 South High Street  
Wailuku, HI 96793

Subject: FY 2018 Unified Planning Work Program (UPWP)  
FHWA Project Number PL-053(2) & FTA 5303 Funds

Dear Mr. Goode:

The Federal Fiscal Year 2018 (FY2018) Unified Planning Work Program (UPWP) for MauiMPO as approved by the MauiMPO Policy Committee on June 23, 2017, is approved effective this date jointly by the Federal Highway Administration and the Federal Transit Administration.

Planning and research funds (as defined in 23 CFR 420) shall be administered in accordance with the provisions of 2 CFR 200 and 23 CFR 420. The authorization for these work items is subject to funds availability and as authorized under 23 U.S.C. 104(f). Obligation of these funds is subject to documented availability of State and local funds. Work program activities approved herein must be and remain eligible under 23 USC 134, 135, and 505 or 49 USC 5303-5305, and 5313(b) and the provisions set forth under 23 CFR 420 and 23 CFR 450. The period of performance is the year of award (Federal Fiscal Year 2018) plus three additional fiscal years (September 31, 2021) [2 CFR 200.309].

As is required by 2 CFR 200.458, MauiMPO requested and received written approval by FHWA and FTA (July 18, 2017) to incur specific and time limited costs prior to the effective date of the anticipated Federal award. The approval is for one-time costs associated with leasing new office space for the MPO. FTA and FHWA determined that they are necessary for efficient and timely performance of the MPO's work and are allowable to the extent that said costs would be allowable if incurred after the date of the Federal award.

Prior approval is required for the following changes to any work item:

- **Budgetary:** Increase in federal funds [2 CFR 200.308]. Cumulative transfer among already approved work program line items of 10% of the total federal funds or \$100,000.
- **Programmatic:** Change in the scope or objectives of activities (e.g., adding or deleting line items) [2 CFR 200.308]. Extending the period of performance past the approved work program period. Transferring substantive programmatic work to a third party (e.g., consultant work not identified in the original work program). Capital expenditures including purchase of equipment [2 CFR 200.313 and 200.439].
- Capital expenditures including purchase of equipment [2 CFR 200.439].



If not included in the Federal-aid project agreement, the UPWP shall include certifications that MauiMPO and the recipients of PL funds will comply with the suspension and debarment provisions of 49 CFR 29 and the lobbying restrictions set forth in 49 CFR 20.

The Single Audit Act Amendment of 1996 requires that an independent audit be completed of any non-federal entity expending \$500,000 or more in Federal funds from all sources in a fiscal year that ends after December 31, 2003. [2 CFR 200.500 – Audit Requirements].

Annual progress and financial summaries shall be submitted within 90 days (3 months) after the end of the report period. The report may be more frequent if deemed necessary by FHWA [23 CFR 420.117(c) & 2 CFR 200.328(b)].

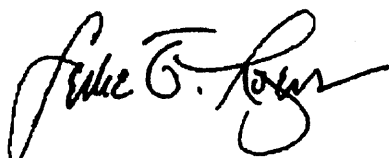
Each work item that includes travel events not specifically identified in the proposal, or those items requesting travel for out of state conferences and meetings, shall be submitted to the FHWA for eligibility consideration and approval prior to travel being incurred or it will be ineligible for Federal funds. Detailed justification statements are required to accompany travel budgets for each out of state proposal.

A copy of products developed under each work item should be submitted to the FHWA in hard copy and/or digital formats if requested. These products include, but are not limited to maps, plans, reports, manuals, and databases.

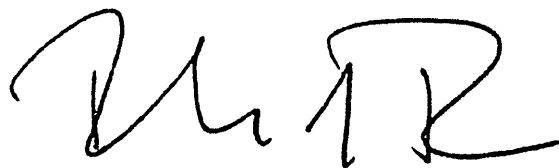
All projects receiving these funds are required to include an appropriate credit reference and disclaimer statement in the work products as specified in 23 CFR 420.117(e). While the FHWA and FTA do not require a statement to be placed on routine products such as an agenda, brochures, announcements, etc., this credit reference shall be included in long-range plans, TIPS, planning and feasibility studies, as well as research products undertaken by the grantee and subgrantees.

Please do not hesitate to contact Ted Matley, FTA Region IX, (415) 734-9468, or Liz Fischer, FHWA Hawaii, (808) 541-2325, for assistance.

Sincerely,



*Leslie T. Rogers*  
Regional Administrator  
Federal Transit Administration



*Ralph J. Rizzo*  
Division Administrator  
Federal Highway Administration Hawai'i

cc: [VIA EMAIL]

MauiMPO: Lauren Anderson, Karen Tamaki

FTA Region IX: Ted Matley

FHWA-HI: Richelle Takara, Liz Fischer, Mike Nadeau

OahuMPO: Alvin Au, Randolph Sykes, Amy Ford-Wagner, Joel Vincent

# Unified Planning Work Program (UPWP)

## FY 2018

Approved by the Maui MPO Policy Board on

June 22, 2017



**Maui Metropolitan  
Planning Organization**

Prepared in Cooperation with:

County of Maui Department of Planning  
County of Maui Department of Public Works  
County of Maui Department of Transportation  
State of Hawai'i Department of Transportation  
USDOT Federal Highway Administration  
USDOT Federal Transit Administration

Funding for this document was provided by the U.S. Department of Transportation (Federal Highway Administration and Federal Transit Administration), State of Hawai'i, and County of Maui.

**Equal Employment Opportunity Employer** - The Maui Metropolitan Planning Organization does not discriminate on the basis of age, race, sex, color, national origin, religion or disability in access to, or operation of its programs, services, and activities or in its hiring or employment practices. ADA and Title VI inquiries should be forwarded to: Lauren Armstrong, Maui Metropolitan Planning Organization, 200 South High Street, Wailuku, HI 96793, Phone (808) 270-8216.

# Maui MPO Unified Planning Work Program (UPWP)

## FY 2018

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## Overview and Process

### *Purpose of the UPWP*

Maui Metropolitan Planning Organization (Maui MPO) Unified Planning Work Program (UPWP) for County Fiscal Year (FY) 2018 serves as the budget for Maui MPO transportation planning activities. Once approved by the Maui MPO Policy Board and the U.S. Department of Transportation Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), the UPWP enables Maui MPO to encumber Federal planning funds provided under 23 U.S.C. and 49 U.S.C 53. The UPWP provides the planning program budget to Federal, State, and County officials, as well as the general public, about the expenditure of Federal funds for planning activities being carried out by the Maui MPO.

### *Sources of Funds*

The majority of Maui MPO's planning funding comes from federal sources authorized under the Federal Highway (PL) and Federal Transit (5305) Administrations' planning statutes and regulations. The Federal-local match ratio is 80:20 for both FHWA and FTA funds. Maui MPO planning activities using these respective funds must be programmed in the UPWP. State of Hawai'i Department of Transportation (HDOT) is the pass-through agency of these funds, and Maui MPO is the expending agency.

- **49 USC 5305.** These FTA funds are used for planning purposes and often involve transit-related projects. The amount of FTA funds programmed for expenditure in the FY 2018 UPWP is \$200,000.
- **23 USC 104(f) FHWA-Planning Funds (PL).** FHWA PL funds can only be used for planning to address intermodal and transportation planning issues. The amount of FHWA funds programmed for expenditure in the FY 2018 UPWP is \$200,000.
- **Local.** The State and County provide local matching funds for federally-assisted planning activities. The amount of local matching funds needed to leverage Federal funds for the FY 2018 UPWP is \$100,000.

The Hawaii's Planning Funds Distribution Formula to the MPO's Agreement identifies a sub-allocation formula to split the available Federal planning funds between the two MPOs in Hawaii. For purposes of budgeting and programming for Maui MPO, the distribution of planning funds is shown in Table 1:

*Table 1. Hawaii Planning Funds Distribution Estimate for FY 2018*

	<b>Maui MPO</b>	<b>O'ahuMPO</b>	<b>Total</b>
<b>FTA-5303</b>	\$ 123,465 <sup>1</sup>	\$ 300,000 <sup>2</sup>	\$ 423,465
<b>FHWA-PL</b>	\$ 232,330	\$ 1,533,096	\$ 1,765,426
<b>Total</b>	\$ 355,795	\$ 1,833,096	\$ 2,188,891

In Table 2, "Programmed Expenditures" for local match is the amount of local funds that Maui MPO participating agencies, County of Maui and State of Hawaii, must contribute per the Maui MPO Finance Supplemental Agreement in order to leverage the Federal funds programmed for FY 2018.

<sup>1</sup> As of June 13, 2017, based on partial FFY2017 apportionment by HDOT.

<sup>2</sup> As of June 13, 2017, estimate provided by OahuMPO.

Table 2. Summary of Estimated FY 2018 Revenues and Programmed Expenditures

	FHWA-PL	FTA 5303	Local Match	Total
<b>FY2018 Expected Revenue</b>	\$ 200,000	\$ 200,000	\$ 100,000	\$ 500,000
<b>Estimated Unobligated Balance</b>	TBD <sup>3</sup>	\$ 56,950	\$ 0	\$ 165,815
<b>Total Available Revenue</b>	\$ 232,330	\$ 256,950	\$ 100,000	\$ 665,815
<b>Programmed Expenditures</b>	\$ 200,000	\$ 200,000	\$ 100,000	\$ 500,000

### **Maui MPO Structure**

Federal regulations require that a metropolitan planning organization (MPO) be formed for all urbanized areas with a population of 50,000 or more. The 2010 U.S. Census found the geographic area encompassing Kahului, Wailuku, and Pa'ia to have a population exceeding 50,000, thus constituting an urbanized area. Maui MPO was designated in 2013 and formed in 2016 to ensure that federal investment in transportation projects and programs are based on a comprehensive, cooperative, and continuing (3-C) planning process.

Maui MPO functions under a committee structure comprised of a Policy Board, a Technical Advisory Committee (TAC) and Maui MPO staff. The Policy Board consists of representatives from the Maui County Council, the Directors of the Maui County Department of Transportation, Planning Department, Public Works Department, and the Director of the State of Hawaii Department of Transportation. Maui MPO TAC is comprised of technical representatives from each County of Maui department represented on the Policy Board, and the State of Hawai'i Department of Transportation.

### **Maui MPO Staff**

Maui MPO staff includes two full time equivalent (FTE) positions: an Executive Director and a Financial Specialist. Staff administer Maui MPO plans and programs, working closely with County, State and Federal agencies. Brief descriptions of job responsibilities and pay ranges are as follows:

- **Executive Director (\$80,000-\$110,000):** Conducts the multimodal 3-C (cooperative, continuing, and comprehensive) planning process; engages the public in regional transportation planning; represents Maui MPO in meetings with agencies and the public; hires and manages Maui MPO staff for positions authorized by the Policy Board; provides fiscal management; serves as the point of contact for FHWA and FTA for the purpose of maintaining Maui MPO compliance with 23 USC 134 and 49 USC 5303; develops recommendations regarding transportation policy; and provides project direction and oversight for activities within the purview of the Maui MPO.
- **Financial Specialist (\$50,000 - \$70,000):** Performs procurement and accounting activities for the Maui MPO; provides administrative assistance and accounting support to the Maui MPO Executive Director; prepares, implements, and maintains internal fiscal policies and procedures; manages Federal Transit Administration (FTA) and Federal Highway Administration (FHWA) grants; provides fiscal oversight on Maui MPO contracts; manages annual compliance and financial audit activities; arranges for committee meetings and workshops; serves as office manager and maintains personnel files; serves as Disadvantaged Business Enterprises (DBE) Liaison Officer.

<sup>3</sup> To be determined pursuant to Hawaii Planning Funds Distribution Formula Agreement effective August 1, 2014.

## **UPWP Development Process**

The development of the UPWP considers the ongoing start up work required to establish the Maui MPO. The Technical Advisory Committee (TAC) reviews and endorses a draft UPWP for consideration by the Policy Board. The Policy Board then reviews, amends if necessary and concurs with the draft UPWP for public review and comment. A public notice is published prior to the next scheduled TAC meeting. Comments received at the TAC meeting are provided to the Policy Board. The meeting notices identify a minimum seven-day public review period prior to the meeting at which the UPWP will be considered for final approval.

## **Summary of Expenditures Programmed for FY 2018**

Maui MPO UPWP FY 2018 programs \$500,000 for the administration of regional transportation planning for the island of Maui. Work Elements include Program Administration (including UPWP), Public Participation, the Maui Transportation Improvement Program (TIP), the Maui Multimodal Transportation Plan (MMTP 2040), and Complete Streets Implementation. Details for each work element are provided in the following section. Programmed expenditures are summarized in Table 3 and Table 4 below.

*Table 3. Summary of Expenditures Programmed for FY 2018 by Category*

<b>Cost Category</b>	<b>Total Budget</b>
Staff Costs <sup>4</sup>	\$ 264,000
Travel	\$ 17,800
Utility	\$ 1,200
Materials and Supplies	\$ 2,700
Consultant Contracts	\$ 178,100
Rent	\$ 24,000
Other <sup>5</sup>	\$ 12,200
<b>TOTAL</b>	<b>\$ 500,000</b>

*Table 4. Summary of Expenditures Programmed for FY 2018 by Work Element*

<b>Work Element</b>	<b>Local match</b>	<b>FTA</b>	<b>FHWA</b>	<b>Total</b>
18.1 Program Administration (includes UPWP)	\$ 30,385	\$ 121,540	-	\$ 151,925
18.2 Public Participation	\$ 15,915	\$ 63,660	-	\$ 79,575
18.3 Maui Transportation Improvement Program (TIP)	\$ 12,720	\$ 14,800	\$ 36,080	\$ 63,600
18.4 Maui Multimodal Transportation Plan (MMTP 2040)	\$ 36,855	-	\$ 147,420	\$ 184,275
18.5 Complete Streets Implementation	\$ 4,125	-	\$ 16,500	\$ 20,625
<b>TOTAL</b>	<b>\$ 100,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 500,000</b>

<sup>4</sup> Maui MPO staff salaries and benefits for each Work Element have been budgeted in full for the period July 1, 2017 to June 30, 2018 with partial amount to be expended during the gap period between the County fiscal year end and the date of the drawdown of previous Federal fiscal year funds.

<sup>5</sup> Other costs include printing, conference fees, software, photocopy lease.

# FY 2018 Work Elements

## 18.1 Program Administration

**Objectives:** To administer Federal planning grants for regional transportation planning.

**Description:** Maui MPO is responsible for managing the transportation planning process on Maui. The Maui MPO Executive Director and Financial Specialist administer the metropolitan transportation planning process, as directed by the Policy Board, and ensure that all applicable Federal requirements are met. This includes submitting the necessary support documents to obtain Federal funds for the transportation planning program, monitoring Federal grants, and coordinating interagency planning. The Maui MPO Unified Planning Work Program (UPWP) serves as the key management tool for coordinating transportation planning activities on the island of Maui, and enables the Maui MPO to encumber Federal planning funds to carry out its activities.

**Outcomes:** Effective management of the regional transportation planning program. Annual Unified Planning Work Program (UPWP) approved by Maui MPO Policy Board, FTA and FHWA.

**Previous or ongoing work:** The Policy Board is the decision-making body of the Maui MPO, and is supported by Maui MPO staff and advised by the Technical Advisory Committee (TAC). The Policy Board began meeting in May 2016 and the TAC began meeting in September 2016. The Executive Director began in August 2016 and the Financial Specialist began in March 2017. The Maui MPO UPWP FY 2017 was approved by the Policy Board in July 2016, and by FHWA and FTA in September 2016.

**Period of Performance:** July 1, 2017 – June 30, 2020

Task	End date
1. Prepare and distribute agenda and supporting materials for meetings of the Technical Advisory Committee, Policy Board, and other special meetings.	ongoing
2. Administer meetings of the Technical Advisory Committee, Policy Board, and other special meetings; and record meeting minutes.	ongoing
3. Participate in transportation conferences, workshops and training to remain informed of MPO requirements, emerging trends and technical methods.	ongoing
4. Prepare regular reimbursement requests for submittal to HDOT.	ongoing
5. Ensure compliance with all federal and state requirements, including Title VI, and maintain appropriate documentation.	ongoing
6. Prepare updates to Maui MPO agreements, as needed.	ongoing
7. Prepare annual Progress Report to County Council and State Legislature.	12/31/17
8. Prepare and manage Unified Planning Work Program (UPWP).	6/30/18

Budget Item	Description	Amount
Staff Costs	30% of total Executive Director hours, 45% of total Financial Specialist hours + fringe benefits	\$ 96,525
Rent		\$ 31,400
All Other Costs	Materials & supplies, printing, out of state travel, memberships, conference fees, utility, other, software, photocopy lease	\$ 24,000
<b>Total Expenses</b>		<b>\$ 151,925</b>

## 18.2 Public Participation

**Objectives:** To provide citizens, affected public agencies, representatives of public transportation employees, freight transportation services, private providers of transportation, users of public transportation, users of pedestrian walkways and bicycle transportation facilities, disabled, and other interested parties with reasonable opportunities to be involved in the island of Maui transportation planning process.

**Description:** Maui MPO is responsible for maintaining and updating the *Maui MPO Public Participation Plan* that describes strategies and desired outcomes for disseminating planning information and engaging the public in the transportation decision-making process.

**Outcome:** Maintain and implement the *Maui MPO Public Participation Plan* to meet Federal requirements, and ensure fair and equitable access to information. Maui MPO strives for a planning process that respects communities and results in decisions that consider the interests of all affected stakeholders. Develop and utilize effective visual outreach materials, including the Game of Roads.

**Previous or ongoing work:** *Maui MPO Public Participation Plan (PPP)* adopted by the Policy Board in May 2017.

**Period of Performance:** July 1, 2017 – June 30, 2020

Task	End date
1. Implement public participation process described in the <i>Maui MPO Public Participation Plan</i> .	ongoing
2. Evaluate the effectiveness of strategies used in the <i>Maui MPO Public Participation Plan</i> .	ongoing
3. Develop visual public outreach materials.	ongoing
4. Retain and manage consultant for development of “Game of Roads” outreach tool.	ongoing
5. Attend meetings of community groups and local events.	ongoing
6. Maintain Maui MPO website and Facebook page.	ongoing
7. Prepare public notices and press releases to inform public of key opportunities for input.	ongoing

Budget item	Description	Amount
Staff Costs	30% of total Executive Director hours, 15% of total Financial Specialist hours + fringe benefits \$1,000 for on-call website services (Task 6)	\$ 61,875
Consultant Services	\$5,000 for graphic design services for visual outreach materials (Task 3) \$10,000 for consultant to develop Game of Roads (Task 4)	\$ 16,000
All Other Costs	Mileage and outreach materials	\$ 1,700
<b>Total Expenses</b>		<b>\$ 79,575</b>



### 18.3 Maui Transportation Improvement Program (TIP)

**Objectives:** To ensure that the TIP documents the priority and funding anticipated for transportation projects on Maui covering a period of four years. To comply with applicable Federal requirements.

**Description:** The TIP, which is reviewed and approved by the Maui MPO Policy Board and the Governor, provides the basis for funding and implementing surface transportation improvement projects on Maui.

**Outcomes:** Review revisions to the Statewide Transportation Improvement Program (STIP), as necessary; Adopt Maui MPO TIP Policies and Procedures document; Develop the FFYs 2019-2022 Maui TIP.

**Previous or ongoing work:** The Maui MPO reviewed revisions to the FFY 2015-2018 STIP and participated in initial TIP coordination meetings with partner agencies.

**Period of Performance:** July 1, 2017 – June 30, 2020

Task	End date
1. Review revisions to FFY 2015-2018 STIP, as necessary.	ongoing
2. Develop transportation project evaluation criteria.	10/26/17
3. Work with partner agencies to develop <b>unconstrained</b> draft TIP and maps.	11/22/17
4. Host public meetings to review unconstrained draft TIP.	2/28/18
5. Work with partner agencies to develop financially <b>constrained</b> draft TIP and maps.	3/22/18
6. Host public meetings to review constrained draft TIP.	5/1/18
7. TAC recommends and Policy Board approves Final TIP.	5/24/18
8. Submit Maui FFY 2019-22 TIP to HDOT for inclusion in STIP.	7/1/18
9. Submit Maui FFY 2019-22 TIP to FTA/FHWA for information.	7/1/18
10. Distribute STIP approved by Governor, FTA and FHWA.	9/30/18

Budget item	Description	Amount
<b>Staff Costs</b>	20% of total Executive Director hours, 20% of total Financial Specialist hours + fringe benefits	\$ 52,800
<b>Consultant Services</b>	\$10,000 for GIS mapping consultant (Task 2)	\$ 10,000
<b>All Other Costs</b>	Travel inter-island (Tasks 2 and 4)	\$ 800
<b>Total Expenses</b>		<b>\$ 63,600</b>

## 18.4 Maui Multimodal Transportation Plan (MMTP 2040)

**Objectives:** Maui MPO will develop a *Maui Multimodal Transportation Plan (MMTP 2040)* as the long-term regional transportation plan (LRTP) for the island of Maui through 2040. The intent of this plan is to diversify transportation options, support existing land use and sustainability goals, and incorporate performance-based planning for safety, modal integration, efficiency, environmental sustainability, and other factors.

**Description:** Maui MPO will review the HDOT “*Federal-Aid Highways Long Range Transportation Plan 2035*” and provide comments on federal compliance for MPO purposes. Maui MPO will retain and manage a consultant to establish a performance measures baseline and set performance targets; engage the public in developing a multimodal vision map; identify programmatic funding priorities and develop a financial plan; and other tasks as identified in the review process. Maui MPO will coordinate data collection and sharing, including bicycle and pedestrian counts. Subject to availability of funds, Maui MPO will conduct a multimodal accessibility analysis. Maui MPO staff will execute and manage the contract, assist the consultant with obtaining necessary planning data, and work to involve Maui MPO partner agencies and members of the public in development of the MMTP.

**Outcomes:** An adopted long-range transportation plan for Maui MPO, with ancillary reports, maps and data.

**Previous or ongoing work:** County of Maui Departments of Planning, Public Works, and Transportation and State Department of Transportation, Maui District - Highways, provided input and support to the State DOT in the 2014 completion of the *Federal-Aid Highways Long Range Transportation Plan 2035* for the District of Maui.

**Period of Performance:** July 1, 2017 to June 30, 2020

Task	End date
1. Review “ <i>Federal-Aid Highways Long Range Transportation Plan 2035</i> ” and recommend changes to ensure consistency with federal requirements for MPO long-range transportation plans.	ongoing
2. Retain and manage consultant as needed to develop <i>MMTP 2040</i> .	ongoing
3. Coordinate data collection and sharing, including bicycle and pedestrian counts.	ongoing
4. Review consultant progress and reports.	ongoing
5. Contract administration including payments and overseeing contract compliance.	ongoing

Budget item	Description	Amount
Staff Costs	10% of total Executive Director hours, 15% of total Financial Specialist hours + fringe benefits	\$ 32,175
Consultant Services	Complete tasks in “Description” and “Outcomes” above.	\$ 152,100
<b>Total Expenses</b>		<b>\$ 184,275</b>

## 18.5 Complete Streets Implementation

**Objectives:** To support implementation of Complete Streets on Maui.

**Description:** A Complete Streets policy and updated technical guidance documents will support creation and maintenance of sidewalks, multiuse paths, bicycle facilities and transit-friendly infrastructure through retrofits and resurfacing projects, as well as requirements for new land development. Maui MPO staff will work with County and State staff and other organizations to reconvene the Complete Streets Task Force.

**Outcome:** Interagency coordination and technical assistance for Complete Streets policy implementation, through tasks listed below.

**Previous or ongoing work:** Maui MPO participated in technical assistance and coordination meetings to facilitate implementation of Complete Streets in 2016 and 2017.

**Period of Performance:** July 1, 2017 to June 30, 2020

Task	End date
1. Work with partner agencies to convene a Complete Streets Task Force with representatives from County, State and community.	ongoing
2. Review Maui County draft Complete Streets Policy and provide suggested revisions and recommendations for moving forward with adoption and implementation.	12/31/17
3. Develop and facilitate adoption of design criteria, standards, and guidelines based upon recognized best practices in street design, construction, and operation.	ongoing
4. Update Maui County Subdivision Code to reflect Complete Streets principles.	ongoing
5. Provide input on updates to Maui County Zoning Code to reflect Complete Streets principles.	ongoing
6. Review draft Complete Streets checklist and recommend implementation method.	ongoing
7. Conduct surveys to assess public demand for bicycle, pedestrian and transit-supportive infrastructure.	ongoing
8. Present summary of Complete Streets updates to Maui MPO and Maui County Council.	11/30/18

Budget item	Description	Amount
Staff Costs	10% of total Executive Director hours, 5% of total Financial Specialist hours + fringe benefits	\$ 20,625
<b>Total Expenses</b>		<b>\$ 20,625</b>

**For additional information, please contact us:**

Maui Metropolitan Planning Organization  
200 South High Street  
Wailuku, HI 96793  
[www.mauimpo.org](http://www.mauimpo.org)  
(808) 270-8216

**June 22, 2017**

**Maui MPO Policy Board Members**

David Goode, Chair, County of Maui Department of Public Works  
Stacy Crivello, Vice Chair, Maui County Council  
Kelly King, Member, Maui County Council  
Don Medeiros, Member, County of Maui Department of Transportation  
William Spence, Member, County of Maui Department of Planning  
Yuki Lei Sugimura, Member, Maui County Council  
Ford Fuchigami, Member, State of Hawaii Department of Transportation

**Maui MPO Technical Advisory Committee Members**

Pam Eaton, Chair, County of Maui Department of Planning  
Nolly Yagin, Vice-Chair, County of Maui Department of Public Works  
Kathleen Aoki, County of Maui Department of Planning  
Darren Konno, County of Maui Department of Transportation  
Ken Tatsuguchi, State of Hawaii Department of Transportation  
Cary Yamashita, County of Maui Department of Public Works  
John Smith, County of Maui Department of Public Works

**Maui MPO Staff**

Lauren Armstrong, Executive Director  
Karen Tamaki, Finance Specialist

RECEIVED

ORDINANCE NO. 4294

2016 MAR -9 PM 9:46

BILL NO. 21 (2016)

Env Mgmt	Finance	Fire	Hsq&HC	Liquor	Parks&R	Personnel	Planning	Police	Prosecutors	Public W	Transpin	Water S	Mgmt	Mayor	Budget
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A BILL FOR AN ORDINANCE AUTHORIZING THE MAYOR OF THE COUNTY OF MAUI TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT WITH THE STATE OF HAWAII TO FULFILL FEDERAL AND STATE TRANSPORTATION PLANNING REQUIREMENTS RELATING TO THE MAUI METROPOLITAN PLANNING ORGANIZATION

BE IT ORDAINED BY THE PEOPLE OF THE COUNTY OF MAUI:

SECTION 1. Purpose. Metropolitan planning organizations designated pursuant to 23 United States Code section 134(d) shall meet all requirements of 23 United States Code sections 134-135 and 49 United States Code sections 5303-5304, as amended, and any federal regulations adopted pursuant thereto. In the State, a metropolitan planning organization is also required to comply with Chapter 279D, Hawaii Revised Statutes. Section 279D-3, Hawaii Revised Statutes, provides that a metropolitan planning organization shall operate according to executed comprehensive agreements, including any supplemental agreements, between the State, County, and other operators of public transportation receiving federal funds.


To enable the County to receive federal funding for transportation planning, the Maui Metropolitan Planning Organization has been designated as the agency to carry out the "continuing, cooperative and comprehensive" transportation planning process, in accordance with the terms set forth in the Maui Metropolitan Planning Organization Comprehensive Agreement, attached hereto and incorporated herein by reference as Exhibit "A."

Section 2.20.020, Maui County Code, provides that, unless authorized by ordinance, the Mayor shall not enter into any intergovernmental agreement or any amendment thereto which places a financial obligation upon the County or any department or agency thereof.

SECTION 2. Council authorization. Pursuant to Section 2.20.020, Maui County Code, the Council of the County of Maui hereby authorizes the Mayor to enter into an intergovernmental agreement, in the form attached hereto as Exhibit "A."

SECTION 3. Effective date. This ordinance shall take effect upon its approval.

APPROVED AS TO FORM AND LEGALITY:

  
\_\_\_\_\_  
JERRIE L. SHEPPARD  
Deputy Corporation Counsel  
County of Maui  
(LF 2014-1954)

**MAUI METROPOLITAN PLANNING ORGANIZATION  
COMPREHENSIVE AGREEMENT**

THIS COMPREHENSIVE AGREEMENT ("Comprehensive Agreement") is made and entered into on the \_\_\_ day of \_\_\_\_\_, 2016, between the County of Maui by its Mayor, and the State of Hawaii by its Governor. (Appendix A, attached hereto, provides a list of abbreviations for reference.)

**WITNESSETH:**

WHEREAS, 23 United States Code (U.S.C.) §§ 134-135, and 49 U.S.C. §§ 5303-5304, as amended, federal regulations adopted pursuant thereto, and other federal laws, require that a Metropolitan Planning Organization (MPO) be designated based on a qualifying population threshold, to act as a decision-making agency and receive certain funds to carry out a "continuing, cooperative, and comprehensive" transportation planning process (3-C Planning Process), including development of a Long Range Transportation Plan (LRTP) and a Transportation Improvement Program (TIP); and

WHEREAS, the federal transportation planning statutes noted above, and Chapter 279D, Hawaii Revised Statutes (HRS), require the State to coordinate the Statewide transportation planning process for metropolitan planning areas (MPAs); and

WHEREAS, in the 2010 United States Census, the geographic area encompassing Kahului, Wailuku, and Paia was found to have a population

**EXHIBIT " A "**

greater than 50,000 individuals, thus qualifying as an "urbanized area," eligible for designation as an MPO; and

WHEREAS, on June 18, 2013, the Governor, the State Director of Transportation, and the Mayor of the County of Maui, sent to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), a letter stating the urbanized area of Kahului, Wailuku, and Paia was "determined eligible for and shall be designated as a Metropolitan Planning Organization" (a copy of the letter is attached hereto as Exhibit "1"); and

WHEREAS, 23 U.S.C. § 134 and 49 U.S.C. § 5305(d), as amended, require federal funds be made available to the designated MPO to support the 3-C Planning Process, and provides that such funds not used by the MPO may be transferred to the State to fund activities under 23 U.S.C. § 135, only upon written concurrence by the MPO; and

WHEREAS, 23 C.F.R. § 450.314 requires the State, County, and MPO, by written agreement, to cooperatively determine their mutual responsibilities in carrying out the 3-C Planning Process; and

WHEREAS, Chapter 279D, HRS, recognizes the federal mandate that MPOs act as independent decision-making entities in order to receive and administer federal transportation planning funds, with an independent policy board, an Executive Director, and staff; and

WHEREAS, the County of Maui may administratively support the Maui MPO through its Departments of Transportation, Public Works, and Planning, even though the Maui MPO will have its own Policy Board, Executive Director,



and staff; and

WHEREAS, 23 C.F.R. § 450.310 permits an MPO to use the staff and resources of other agencies, non-profit organizations, or contractors to carry out selected elements of the planning process, and allows such use by the MPO to be set forth in a supplemental administrative agreement; and

WHEREAS, projects to be implemented using federal aid transportation funds (other than Federal Lands Highway program projects) shall be selected by the State and the County, in cooperation with the Maui MPO, from the approved TIP pursuant to 23 C.F.R. § 450.330.

NOW THEREFORE, the parties hereto do mutually agree as follows:

**I. ORGANIZATION OF THE MAUI MPO**

**A. Maui MPO Structure and Policy Board.**

Pursuant to 23 U.S.C. § 134, the 3-C Planning Process for Maui shall be vested in the Maui MPO, which shall abide by all applicable federal, state, and county laws and requirements. The Maui MPO shall consist of a Policy Board, an Executive Director, and staff, as established in Chapter 2.35, Maui County Code, this Agreement, and any Maui MPO bylaws, administrative rules, and other governing documents.

**B. Maui MPO Policy Board Responsibilities.**

The Policy Board is responsible for developing the metropolitan transportation planning process and shall assure full compliance with the requirements of 23 U.S.C. §§ 134 and 135, 49 U.S.C. §§ 5303 and 5304, 23 C.F.R. Part 450 Subpart C, 2 C.F.R. Part 200, HRS Chapter 279D, and all other

applicable federal and State laws and regulations. The Policy Board shall be the decision-maker for use of federal-aid transportation funds provided under this Comprehensive Agreement.

**C. Meetings of the Policy Board.**

**1. Meetings.**

Meetings of the Policy Board, advisory committees, or subcommittees shall be subject to part I of Chapter 92, HRS, also known as the "Sunshine Law," provided that participation by members of the Maui County Council in a meeting of the Policy Board shall be a permitted interaction as provided in Section 279D-9(b), HRS.

**2. Quorum.**

A majority of the voting members of the Policy Board (i.e., five voting members) or an advisory committee or subcommittee shall constitute a quorum to do business.

**3. Exception.**

Less than a quorum of Policy Board members may discuss Maui MPO business, without limitation, outside of a duly noticed meeting of the Policy Board, pursuant to Section 279D-9(c), HRS.

**D. Composition and Authority.**

**1. Members.**

The Policy Board shall be composed of seven members. The Policy Board shall include:

- a) The director of the State Department of Transportation or any successor department thereof with primary responsibility for statewide transportation project implementation;
- b) Three members of the Maui County Council appointed by the Council Chair;
- c) The director of the County Department of Planning;
- d) The director of the County Department of Public Works; and
- e) The director of the County Department of Transportation.

**2. Powers and Duties.**

The Policy Board shall have overall responsibility for the implementation of this Comprehensive Agreement, including coordination of the Maui MPO's efforts and the responsibilities of the Technical Advisory Committee (TAC), the review and approval of the Maui LRTP (MLRTP) and TIP, and the development and adoption of the Maui MPO's Unified Planning Work Program (UPWP). Specifically, the Policy Board shall:

- a) Appoint and determine the powers and duties of the Executive Director. Maui MPO staff shall be hired by the Executive Director and be subject to the Executive Director's direction. Pursuant to

Section 279D-7(b), HRS, the Executive Director and Maui MPO staff shall be exempt from Chapter 76, HRS.

- b) Establish a TAC to advise the Policy Board and Executive Director on technical matters, including implementation of the 3-C Planning Process. The TAC shall keep the Policy Board informed as to the technical merits and issues of any plan, study, project, or other product or process of the Maui MPO. The TAC may recommend that the Policy Board take specific action. The Policy Board shall determine the members of the TAC, the chair of which may be a voting member of the Policy Board. The Policy Board shall identify the TAC's purpose. Support services for the TAC will be provided by Maui MPO staff.
- c) Provide policy direction to the TAC in its function of reviewing all Maui MPO-related transportation plans, programs, and funding requirements. The Policy Board shall provide input to the transportation planning efforts performed by the State or the County, which shall be reviewed by the TAC.
- d) Formulate transportation planning policy and objectives and monitor the implementation of MPA transportation activities and projects to ensure conformance with State and federal transportation and local land use guidelines and requirements.
- e) Direct, adopt, and update the UPWP in accordance with the guidelines set forth by the Metropolitan Planning and Programming

Regulations (23 C.F.R. Part 450 Subpart C) to the extent applicable to the Maui MPO, including major planning issues to be addressed, available resources, operating procedures, funding estimates, timetables, task status, and any subsequent amendments or revisions.

- f) Prepare and approve all financial and related operating agreements. Arrange for third-party financial participation in the planning process, including other funding sources.
- g) Provide overall direction to the TAC including guidance on project alternative plan formation, assessment, development of feasible strategies, and report preparation.
- h) Develop and implement the Public Participation Plan (PPP) during the Maui MPO transportation planning process. The Maui County Council's or Council committee's annual budget meetings for the Departments of Planning, Public Works, and Transportation may serve as citizen forums.
- i) Identify and publicize issues, and generate findings, periodic progress reports, conclusions, other pertinent planning process information, and all federally required MPO work products.
- j) Ensure the preparation and approval of a TIP and an MLRTP conforming to federal law. The Policy Board shall annually review its transportation plans and programs and certify that the Maui MPO planning process is being carried out in conformance with all

applicable requirements of federal law (including 49 U.S.C. §§ 5303–5306 and 23 U.S.C. §§ 134-135, 23 C.F.R. Part 450, Subpart C, and 40 C.F.R. Part 93). The MLRTP formulation shall be consistent with the County’s long-range transportation planning process.

- k) Establish other advisory committees, at its discretion and upon the approval of a majority of its voting members. The purpose of an advisory committee is to evaluate and advise the Policy Board as to the merits and issues of any plan, study, project, or process of the Maui MPO. The Policy Board shall determine the members of any advisory committee, the chair of which may be a voting member of the Policy Board. An advisory committee may recommend the Policy Board take specific action. An advisory committee may form, upon approval by a majority of its members, one or more subcommittees. Support services for advisory committees will be provided by Maui MPO staff.
- l) Be authorized to designate a substitute as detailed in paragraph 3 below.

**3. Delegation.**

In the event that a Policy Board member is unavailable to attend a Policy Board meeting, written notice of their unavailability shall be provided to the Maui MPO Executive Director in advance of the meeting. The unavailable Policy Board member may designate a substitute for that meeting as follows:

- a) The State Department of Transportation member may designate a substitute from the State Department of Transportation at their discretion, provided the designee is not serving on the TAC or other subcommittee of the MPO.
- b) The Department Directors may designate their Deputy Director.

#### **4. Elections.**

The Chair and Vice-Chair of the Policy Board shall be elected annually by its members and shall serve until their respective successors are appointed.

## **II. ADMINISTRATION OF THE MAUI MPO**

### **A. Supplemental Agreements for Administrative Assistance.**

The Maui MPO may enter into supplemental agreements with the County Department of Transportation (MDOT), assigning responsibility for administrative tasks between the MDOT and the Maui MPO. The Maui MPO may also enter into other supplemental agreements regarding use of staff or resources of other agencies, non-profit organizations, or contractors to carry out selected elements of the metropolitan planning process.

### **B. Fiscal and Funding Responsibilities.**

Funding for the Maui MPO shall be identified in the UPWP, which shall be developed by the Maui MPO in accordance with federal regulations and shall be submitted by the Chair of the Policy Board for FHWA and FTA approval. Pursuant to 49 U.S.C. §5305(f) the Federal government's share of the cost of an activity funded using amounts made available under 49 U.S.C. §5305 may not exceed 80 percent of the cost of the activity.

### **III. 3-C PLANNING PROCESS**

The 3-C Planning Process is a "continuing, cooperative and comprehensive" transportation planning process which encourages and promotes the safe and efficient development, management, and operation of surface transportation systems to serve the mobility needs of people and freight, including accessible pedestrian walkways and bicycle transportation facilities, and financial plans that support the TIP and the MLRTP (23 C.F.R. Part 450, § 314(a).) The early and ongoing involvement of the public is a key part of this process, and shall be integrated throughout the development of all Maui MPO activities and work products. The Policy Board will adopt a PPP in support of this policy.

### **IV. MAUI MPO WORK PRODUCTS**

The Maui MPO is responsible for developing four primary planning and programming work products, pursuant to 23 C.F.R. Part 450 and 49 C.F.R. Part 613, as follows:

- a) The Maui Long Range Transportation Plan (MLRTP)
- b) The Transportation Improvement Plan (TIP)
- c) The Unified Planning Work Program (UPWP)
- d) The Public Participation Plan (PPP)



**V. MANAGEMENT OF THIS AGREEMENT**

**A. Revisions, Additions, or Modifications.**

Any revisions, additions, or modifications to this Comprehensive Agreement are subject to the written approval of all parties. This Comprehensive Agreement will be reviewed and reevaluated periodically by the parties to this agreement to ensure the Maui MPO is meeting the needs of the parties.

**B. Disputes.**

The parties hereto shall make a good-faith effort to resolve any disputes related to the Maui MPO Comprehensive Agreement.

**VI. CERTIFICATION OF PLANNING PROCESS**

Federal laws and regulations require the State and the Maui MPO certify compliance with all applicable requirements for MPAs concurrent with the submission of the entire proposed TIP to the FHWA and the FTA as part of the Statewide Transportation Improvement Program approval, and at least every four years during the metropolitan planning process.

**VII. ANNUAL REPORTS**

All annual reports submitted to the legislature pursuant to Section 279D-11, HRS, shall also be submitted to the Maui County Council no later than two business days after submission to the legislature.

**VIII. ALL OTHER PROCEDURES, POLICIES, AND REPORTING REQUIREMENTS**

Details of other procedures, policies, and reporting requirements will be developed as needed and in compliance with applicable Federal and State laws and regulations.

STATE OF HAWAII:

By \_\_\_\_\_  
DAVID IGE  
Its Governor

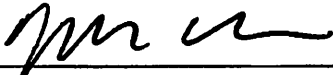
APPROVED AS TO FORM:

\_\_\_\_\_  
Deputy Attorney General

COUNTY OF MAUI:

By \_\_\_\_\_  
ALAN M. ARAKAWA  
Its Mayor

APPROVED AS TO FORM AND LEGALITY:

*for*   
\_\_\_\_\_  
JERRIE L. SHEPPARD  
Deputy Corporation Counsel  
(LF 2014-1954)

## **Appendix A**

### **Defined Terms**

As used in this Comprehensive Agreement, unless the context clearly indicates otherwise:

“3-C Planning Process” means a “continuing, cooperative, and comprehensive” multimodal transportation planning process.

“C.F.R.” means the Code of Federal Regulations.

“Executive Director” means the administrative head of the Maui MPO.

“FHWA” means the Federal Highway Administration of the United States Department of Transportation.

“FTA” means the Federal Transit Administration of the United States Department of Transportation.

“HRS” means the Hawaii Revised Statutes.

“LRTP” means the Long Range Transportation Plan.

“MDOT” means the County of Maui Department of Transportation.

“MLRTP” means the Maui Long Range Transportation Plan.

“Maui County Council” means the legislative, governing body as outlined in the Maui County Charter.

“Maui MPO” means the Maui Metropolitan Planning Organization.

“MPA” means the Metropolitan Planning Area.

“MPO” means the Metropolitan Planning Organization.

“Policy Board” means the Maui MPO Policy Board.

“PPP” means the Public Participation Plan.

“TAC” means the Technical Advisory Committee to the Maui MPO.

“TIP” means the Transportation Improvement Program for the Maui MPO.

"UPWP" means the Unified Planning Work Program.

"U.S.C." means the United States Code.



EXECUTIVE CHAMBERS  
HONOLULU

NEIL ABERCROMBIE  
GOVERNOR

STP 8 1238

June 18, 2013

Mr. Abraham Wong  
Division Administrator  
U. S. Department of Transportation  
Federal Highway Administration  
300 Ala Moana Boulevard, Room 3-308  
P. O. Box 50208  
Honolulu, Hawaii 96850

and

Mr. Leslie T. Rogers  
Regional Administrator  
Federal Transit Administration, Region IX  
201 Mission Street, Suite 1850  
San Francisco, California 94105

Dear Messrs. Wong and Rogers:

Pursuant to 23 USC 134 (d)(1) and 49 USC 5303 (d)(1), and as determined under the 2010 United States Census and 23 USC 134 (b)(7) and 49 USC 5302 (23), Maui County's urbanized area of Kahului/Waikuku/Pala is determined eligible for and shall be designated as a Metropolitan Planning Organization. At this time, it has been agreed to by the State Department of Transportation (DOT) and Maui County that to ensure a coordinated and integrated planning effort, the Metropolitan Planning Area (MPA) is designated to encompass the entire island of Maui.

The Metropolitan Planning Organization (MPO) for Maui shall be developed and operated in accordance with all applicable Federal, State, and local laws. We will be working with representatives from your respective staff on the details for the establishment of this Metropolitan Planning Organization.

EXHIBIT 1

STP 8.1238

Mr. Abraham Wong  
Mr. Leslie T. Rogers  
June 18, 2013  
Page 2

If there are any questions or concerns you wish to discuss regarding this matter please contact our State Director of Transportation, Mr. Glenn M. Okimoto at telephone number (808) 587-2180.

Sincerely,



NEIL ABERCROMBIE  
Governor, State of Hawaii



GLENN M. OKIMOTO, Ph.D.  
Director of Transportation



ALAN ARAKAWA  
Mayor, County of Maui

WE HEREBY CERTIFY that the foregoing BILL NO. 21 (2016)

1. Passed FINAL READING at the meeting of the Council of the County of Maui, State of Hawaii, held on the 4th day of March, 2016, by the following vote:

Michael B. WHITE Chair	Donald S. GUZMAN Vice-Chair	Gladys C. BAISA	Robert CARROLL	Eleanora COCHRAN	Donald G. COUCH, JR.	S. Stacy CRIVELLO	G. Riki HOKAMA	Michael P. VICTORINO
Excused	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Aye

2. Was transmitted to the Mayor of the County of Maui, State of Hawaii, on the 4th day of March, 2016.

DATED AT WAILUKU, MAUI, HAWAII, this 4th day of March, 2016.

RECEIVED  
2016 MAR -4 P11 2:29  
OFFICE OF THE MAYOR

DONALD S. GUZMAN, VICE-CHAIR  
Council of the County of Maui

DENNIS A. MATEO, COUNTY CLERK  
County of Maui

THE FOREGOING BILL IS HEREBY APPROVED THIS 4 DAY OF March, 2016.

ALAN M. ARAKAWA, MAYOR  
County of Maui

I HEREBY CERTIFY that upon approval of the foregoing BILL by the Mayor of the County of Maui, the said BILL was designated as ORDINANCE NO. 4294 of the County of Maui, State of Hawaii.

DENNIS A. MATEO, COUNTY CLERK  
County of Maui

Passed First Reading on February 26, 2016.  
Effective date of Ordinance March 4, 2016

RECEIVED  
2016 MAR -7 AM 8:08  
OFFICE OF THE COUNTY CLERK

I HEREBY CERTIFY that the foregoing is a true and correct copy of Ordinance No. 4294, the original of which is on file in the Office of the County Clerk, County of Maui, State of Hawaii.

Dated at Wailuku, Hawaii, on

\_\_\_\_\_  
County Clerk, County of Maui