

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

September 20, 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

For Transmittal to:

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

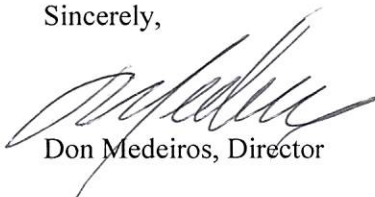
Dear Chair White:

**Subject: Notification of Grant Award Pursuant to Ordinance No. 4456 Bill No. (2017) –  
FHWA – Maui MPO FY2018 Unified Planning Work Program (Fed. Proj. No. 0053018)**

Pursuant to the above noted ordinance, please find attached a fully executed copy of the Authorization and Project Agreement in the amount of \$200,000.00. These funds are for the FHWA-PL 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

APPROVED FOR TRANSMITTAL

*Alan Arakawa* 9/22/17  
Mayor Date

RECEIVED  
2017 SEP 25 PM 3:41  
OFFICE OF THE  
COUNTY CLERK

COUNTY COMMUNICATION NO. 17-381

RECEIVED

HWY-SM 2.5437 8/8/17

SEP 07 2017

<b>From: HAWAII DEPARTMENT OF TRANSPORTATION HIGHWAYS DIVISION</b>		<b>REQUEST FOR PROJECT AUTHORIZATION, AGREEMENT, AND/OR MODIFICATION</b>				
<b>To: FEDERAL HIGHWAY ADMINISTRATION HAWAII DIVISION OFFICE</b>		<input checked="" type="checkbox"/> Authorization		<input type="checkbox"/> Modified Project Agreement		
"In accordance with HDOT/FHWA Stewardship Oversight Agreement"		<input checked="" type="checkbox"/> Project Agreement		<input type="checkbox"/> Modification No.		
The state agrees that as a condition to payment of the Federal funds obligated, it accepts and will comply with the agreement provisions set forth in 23 CFR 650, and its signature constitutes the making of the certificate.						
FEDERAL PROJECT NO. <b>0053018</b>	RECIPIENT PROJECT NO. <b>PL-0053(018)</b>	HDOT ITEM NO. <b>17005</b>	DUNS <b>168818466</b>	COUNTY <b>Maui County</b>		
Period of Performance End Date: <b>Planning: 9/30/2020</b>	INDIRECT COST RATE (%) <b>N/A</b>	STIP REFERENCE <b>N/A</b>	PODI <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		CFDA Number <b>20.205</b>	
Project Title: <b>Maui Cnty - Maui Metropolitan Planning Organization FY 2018 Unified Planning Work Program</b>						
Project Description (2000 characters max): <b>Maui Metropolitan Planning Organization FY 2018 Unified Planning Work Program</b>						
AUTHORIZED TO PROCEED WITH THE WORK CHECKED BELOW:						
<input type="checkbox"/> PRELIMINARY ENGINEERING (PE1) - Preliminary Design and NEPA		<input type="checkbox"/> CONSTRUCTION - Advertise for Receipt of Bids				
<input type="checkbox"/> PRELIMINARY ENGINEERING (PE2) - Final Design		<input type="checkbox"/> CONSTRUCTION - Proceed on an agreed price and/or force account basis				
<input type="checkbox"/> PRELIMINARY RIGHT-OF-WAY		<input checked="" type="checkbox"/> OTHER (R&D, specify) <b>PLANNING</b>				
<input type="checkbox"/> ACQUISITION OF RIGHT-OF-WAY						
FUNDING	DATE (MM/DD/YY)	TOTAL ESTIMATE PROJECT COST (\$)	FEDERAL PARTICIPATION AMOUNT (\$)	FEDERAL FUNDS(\$)	PGM CODE	RATIO(%)
PREVIOUS AUTHORIZATIONS						
THIS AUTHORIZATION	<b>SEP 14 2017</b>	<b>\$250,000.00</b>	<b>\$250,000.00</b>	<b>\$200,000.00</b>	<b>M450</b>	<b>80%</b>
PROGRAM CODE TOTALS	<b>SEP 14 2017</b>	<b>\$250,000.00</b>	<b>\$250,000.00</b>	<b>\$200,000.00</b>	<b>M450</b>	<b>80%</b>
GRAND TOTAL	<b>SEP 14 2017</b>	<b>\$250,000.00</b>	<b>\$250,000.00</b>	<b>\$200,000.00</b>		
Remarks/Reason for Project Agreement Modification						
STATE COMMENTS: This agreement is subject to the following award terms: <a href="http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf">http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf</a> and <a href="http://edocket.access.gpo.gov/2010/pdf/2010-22706.pdf">http://edocket.access.gpo.gov/2010/pdf/2010-22706.pdf</a> . Performance End Date: 9/30/2020.			FHWA COMMENTS:			
C o u n t y	By signature of its authorized signatory herein, the County of Maui hereby affirms its agreement to the terms herein as a subagreement between the State of Hawaii and the County of Maui in accordance with and set forth in Agreement Modification No. 001 of the STATE-COUNTY AGREEMENT OF FEDERAL HIGHWAY PROJECTS AND PROGRAM.					
	by: <i>[Signature]</i> Date <b>AUG 08 2017</b>		Authorization			
H D O T	Electronically signed in FMIS Authorized by _____ Date <b>SEP 06 2017</b>		by: <i>[Signature]</i> <b>12 SEP 17</b> Date			
			Agreement by: <i>[Signature]</i> <b>14 Sep 17</b> For Division Administrator <b>MICHAEL J. NADEAU</b> Lead Finance Manager			

HAWAII DEPARTMENT OF TRANSPORTATION  
HIGHWAYS DIVISION

DETAIL ESTIMATE FOR A FEDERAL-AID  
MODIFIED PROJECT AGREEMENT

FOR

Maui Metropolitan Planning Organization FY 2018 Unified Planning Work Program

Federal-Aid Project No. PL-0053(018)

08/08/17

Note: This estimate is only for the FHWA-PL portion of MMPO's FY 2018 Unified Planning Work Program

	<u>TOTAL COST</u>	<u>PAR COST</u>	<u>FEDERAL SHARE (80%)</u>	<u>STATE/COUNTY SHARE</u>
<b>PRG CODE M450 @ 80% (Metropolitan Planning MAP-21)</b>				
<b>PLANNING</b>				
Work Element 18.3	45,100.00	45,100.00	36,080.00	9,020.00
Work Element 18.4	184,275.00	184,275.00	147,420.00	36,855.00
Work Element 18.5	20,625.00	20,625.00	16,500.00	4,125.00
<b>PROJECT TOTAL</b>	<b>250,000.00</b>	<b>250,000.00</b>	<b>200,000.00</b>	<b>50,000.00</b>

Remarks: This estimate is only for the FHWA-PL portion of MMPO's FY 2018 Unified Planning Work Program.

<b>FEDERAL AID IDENTIFICATION NUMBER (FAIN)</b>			Date Prepared: 8/8/2017			
			Modification No.			
FEDERAL PROJECT NO. 0053018		RECIPIENT PROJECT NO. PL-0053(018)		SUB RECIPIENT Maui County		
Project Title: Maui Cnty - Maui Metropolitan Planning Organization FY 2018 Unified Planning Work Program						
<b>FUNDING</b>	<b>DATE (MM/DD/YY)</b>	<b>TOTAL ESTIMATE PROJECT COST (\$)</b>	<b>FEDERAL PARTICIPATION AMOUNT (\$)</b>	<b>FEDERAL FUNDS(\$)</b>	<b>PGM CODE</b>	<b>FAIN No</b>
PREVIOUS AUTHORIZATIONS						
THIS AUTHORIZATION (SUBAWARD)	See FHWA authorization date on PR-1240	\$250,000.00	\$250,000.00	\$200,000.00	M450	150053018M4501
CURRENT TOTAL		\$250,000.00	\$250,000.00	\$200,000.00		
GRAND TOTAL		\$250,000.00	\$250,000.00	\$200,000.00		

FOR ALL COUNTY PROJECTS, ATTACH THIS FORM WITH THE PR-1240

FAIN No: = 15 + 7 digit Federal Project Number + 4 alpha numeric Prog. Code + FMIS Detail Line Number (for lines 1 - 9: use 1 digit)

FEDERAL-AID PROGRAM DATA										STATE OF HAWAII DEPARTMENT OF TRANSPORTATION HIGHWAY DIVISION			
PROJECT LOCATION (4-5) Maui County					COUNTY NAME: Maui CODE:		STANDARD PLACE CODE	STATE NAME: Hawaii CODE: 15		ITEM NO. 17023			
CHARACTER OF PROPOSED WORK (6-5) Urbanized Area Planning				EMERG YR.	DEMO ID	PROJECT NUMBER PREFIX LETTER(S): PL NUMBER: 0053 AGR. NO.: (018)			PROJECT OVERSIGHT <input checked="" type="checkbox"/> Delegated /Locally Administered <input type="checkbox"/> FHWA full oversight (on NHS) <input type="checkbox"/> Not on NHS, FHWA full oversight				
CLASS OF FEDERAL FUNDS Metropolitan Planning MAP-21				PROGRAM CODE M450		PARENT CODE	RURAL/URBAN	NAME OF URBAN AREA					
ROUTE NO. AND NAME		INVENTORY NO.	MILEPOINT TO MILEPOINT		FUNCTIONAL SYSTEM		FEDERAL-AID SYSTEM		CONGRESSIONAL DISTRICT				
PHASE	TERMINI (FULL DESCRIPTION) (INCLUDE NBI BRIDGE STRUCTURE NO.)	MILES	ESTIMATED PROJECT COST BY PHASES					SCOPE OF PROPOSED WORK					
			TOTAL ESTIMATED COST	PARTICIPATING AMOUNT	FEDERAL FUNDS (80%)	STATE/COUNTY FUNDS	OTHER FUNDS						
Planning	Maui Metropolitan Planning Organization FY 2018 Unified Planning Work Program							Accomplish work elements of the FY 2018 Unified Planning Work Program.					
			\$250,000.00	\$250,000.00	\$200,000.00	\$50,000.00	\$0.00						
		<b>TOTALS</b>	\$250,000.00	\$250,000.00	\$200,000.00	\$50,000.00	\$0.00						
PREPARED BY Karen Tamaki													
PROJECT TITLE: Maui Metropolitan Planning Organization FY 2018 Unified Planning Work Program							ANTICIPATED ENVIRONMENTAL CLEARANCE (CLASS OF ACTION)						
RELATED PROJECTS:							<input type="checkbox"/> EIS      CATEGORICAL EXCLUSION: <input type="checkbox"/> BA <input type="checkbox"/> PROGRAMMATIC - 23 CFR-771.117(c)(3) <input type="checkbox"/> FONSI <input type="checkbox"/> STATE DOCUMENTED - 23 CFR 771.117(d)						
IMPROVEMENT TYPE: 18 - Planning													
REMARKS:													
Subrecipient: County of Maui		Subaward Period of Performance	See PR1240.3 THIS AUTHORIZATION date stamp by FHWA		Subaward Period of Performance End Date:	Planning 6/30/2020	Date prepared by DOT: August 8, 2017	REQUIRED FOR OBLIGATING CONSTRUCTION PHASE Estimated Construction NTP date (mm/yyyy):					



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)].

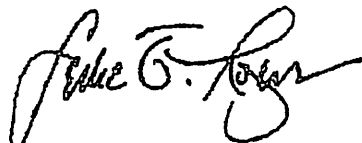
Each work item that includes travel events not specifically identified in the proposal, or those items requesting travel for out of state conferences and meetings, shall be submitted to the FHWA for eligibility consideration and approval prior to travel being incurred or it will be ineligible for Federal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

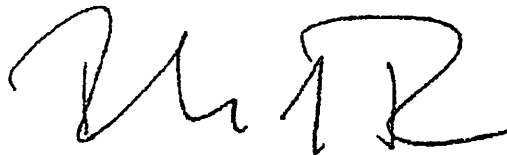
All projects receiving these funds are required to include an appropriate credit reference and disclaimer statement in the work products as specified in 23 CFR 420.117(e). While the FHWA and FTA do not require a statement to be placed on routine products such as an agenda, brochures, announcements, etc., 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

### Contents

<b>Overview and Process</b> .....	1
Purpose of the UPWP .....	1
Sources of Funds.....	1
Maui MPO Structure.....	2
UPWP Development Process.....	3
Summary of Expenditures Programmed for FY 2018 .....	3
<b>FY 2018 Work Elements</b> .....	4
18.1 Program Administration.....	4
18.2 Public Participation.....	5
18.3 Maui Transportation Improvement Program (TIP).....	6
18.4 Maui Multimodal Transportation Plan (MMTP 2040) .....	7
18.5 Complete Streets Implementation.....	8

### List of Tables

Table 1. Hawaii Planning Funds Distribution Estimate for FY 2018 .....	1
Table 2. Summary of Estimated FY 2018 Revenues and Programmed Expenditures.....	2
Table 3. Summary of Expenditures Programmed for FY 2018 by Category .....	3
Table 4. Summary of Expenditures Programmed for FY 2018 by Work Element.....	3

## 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*

	Maui MPO	O'ahuMPO	Total
FTA-5303	\$ 123,465 <sup>1</sup>	\$ 300,000 <sup>2</sup>	\$ 423,465
FHWA-PL	\$ 232,330	\$ 1,533,096	\$ 1,765,426
Total	\$ 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	\$ 61,875
Consultant Services	\$1,000 for on-call website services (Task 6) \$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 unconstrained 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 constrained 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
Staff Costs	20% of total Executive Director hours, 20% of total Financial Specialist hours + fringe benefits	\$ 52,800
Consultant Services	\$10,000 for GIS mapping consultant (Task 2)	\$ 10,000
All Other Costs	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
Total Expenses		\$ 20,625

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

Maui Metropolitan Planning Organization  
200 South High Street  
Wailuku, HI 96793  
[www.mauiimpo.org](http://www.mauiimpo.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

Recipient: 15-Hawaii  
 DUNS: 168818466  
 Project Status: Active

Project Number: 0053018  
 Transaction #: 11

Version: Current  
 Business Month: 09/2017

**Project Information**

**General Information**

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Recipient Project #: PL-0053(018)  
 Project Action: New Project  
 Project Title: MAUI CNTY - MAUI METROPOLITAN PLANNING ORGANIZATION FY 2018 UNIFIED PLANNING WORK PROGRAM  
 Project Description: Maui Metropolitan Planning Organization FY 2018 Unified Planning Work Program

**Status Dates**

Project Completed:  
 Project End Date: 9/30/2020  
 Final Voucher Paid:  
 Last Payment:  
 Last Action: 9/14/2017

**Authorized Dates**

PE:  
 ROW:  
 Const.:  
 SPR:  
 Other: 9/14/2017

**Other Project Information**

Project Oversight: Assumed/Locally Administered  
 STIP Reference:

**Emergency Relief**

Disaster Fiscal Year:  
 Emergency Relief Eligible:  
 Disaster Sequence Number:  
 Emergency Relief Code:

**Special Project Groupings**

Major:  
 Pooled Fund:  
 Other:

**Project Funding**

Advance Construction:	\$0.00	Expenditures:	\$0.00
Federal Funds:	\$200,000.00	ROW Funds:	\$0.00
State Funds:	\$25,000.00	Adv. Const. Converted:	\$0.00
Local Funds:	\$25,000.00		
Private Funds:	\$0.00		
Non-Monetary Funds:	\$0.00		
Other Funds:	\$0.00		
<b>Total Cost:</b>	<b>\$250,000.00</b>		

**Legacy Bridge Data**

NBI#	Program Code	Improvement Type
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**Recipient Defined Fields**

Estimated Construction  
 Date

**Division Defined Fields**

**Agreement Document Remarks**

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Recipient Remarks: 08/09/17: This agreement is subject to the following award terms:  
<http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf> and  
<http://edocket.access.gpo.gov/2010/pdf/2010-22706.pdf>. Performance End Date: 9/30/2020. Indirect

Fiscal Management Information System

Recipient: 15-Hawaii  
DUNS: 168818466  
Project Status: Active

Project Number: 0053018  
Transaction #: 11

Version: Current  
Business Month: 09/2017

Agreement Document Remarks

Cost Rate: n/a CFDA No. 20.205  
Division Remarks: 09/14/2017: NEW PROJECT APPROVED/AUTHORIZED [1240 signed by EEFischer].

**Related Projects**

Recipient	Federal Project #	Project Title	Relationship	Reverse Relationship
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**Signatures**

First Updated by: Lannie Marzan      Updated On: 08/01/2017 20:11:29      Mod# 0

**Recipient Signatures**

Available Funds Certified By:	Lannie Marzan	Date:	09/06/2017 17:33:39
Approval Recommended By:	Kam kin Sin	Date:	09/06/2017 18:36:33
Authorization/Modification Requested By:	Kam kin Sin	Date:	09/06/2017 18:36:33

**Division Signatures**

Project Info Reviewed By:	Donna Yuen	Date:	09/14/2017 16:10:17
Approval Recommended By:	Donna Yuen	Date:	09/14/2017 16:10:46
Approved and Authorized By:	Michael Nadeau	Date:	09/14/2017 17:15:30

Recipient: 15-Hawaii  
 DUNS: 168818466  
 Project Status: Active

Project Number: 0053018  
 Transaction #: 11

Version: Current  
 Business Month: 09/2017

**Project Detail Information**

**Detail Information**

Program Code:	M450	Recode:	221
Line Number:	1	Improvement Type:	18-Planning
Demo ID:		Withdrawal Area:	0
Prefix:		Toll:	N
Safety:	N	Temp. Match:	N
Indian Reservation:	N	Appalachia:	N
Construction:	N	Design Build:	N
CMGC:	N	Other SEP14:	N
Highways for Life:	N	Statewide:	N
FAIN:	150053018M450		

**Detail Funding**

Advance Construction:	\$0.00	Adv. Const. Converted:	\$0.00
Federal Funds:	\$200,000.00	Soft Match:	\$0.00
State Funds:	\$25,000.00	% Federal Share:	80%
Local Funds:	\$25,000.00		
Private Funds:	\$0.00		
Non-Monetary Funds:	\$0.00		
Other Funds:	\$0.00		
<b>Total Cost:</b>	<b>\$250,000.00</b>		

**Recipient Defined Fields**

**Division Defined Fields**

**Location-Information**

County: Maui      Urban Area: 43615-Kahului, HI      Cong. District: Congressional District 2      Ownership: Undefined  
 Urban/Rural: Urban      Fun. System: No Functional System      System Code: Not on any Federal-Aid System  
 Structure:

**Funding**

Adv. Const.:	Federal:	State:	Local:	Private:	Non Money:	Other:	Total Cost:
\$0.00	\$200,000.00	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$250,000.00

**Fiscal Management Information System**

FMISW96A

Page 4 of 4

Recipient: 15-Hawaii  
DUNS: 168818466  
Project Status: Active

Project Number: 0053018  
Transaction #: 11

Version: Current  
Business Month: 09/2017