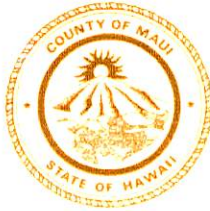


**MICHAEL P. VICTORINO**  
Mayor

**MARC I. TAKAMORI**  
Director

**MICHAEL B. DU PONT**  
Deputy Director



**DEPARTMENT OF TRANSPORTATION**  
COUNTY OF MAUI  
200 SOUTH HIGH STREET  
WAILUKU, MAUI, HAWAII 96793

TELEPHONE: (808) 270-7511  
FAX: (808) 270-7505

August 17, 2021

Ms. Michelle M. Yoshimura *my*  
Budget Director, County of Maui  
200 South High Street  
Wailuku, Maui, Hawaii 96793

Honorable Michael P. Victorino  
Mayor, County of Maui  
200 South High Street  
Wailuku, Maui, Hawaii 96793

For Transmittal to:

Honorable Alice L. Lee, Chair  
and Members of Maui County Council  
200 South High Street  
Wailuku, Hawaii 96793

Dear Chair Lee and Members:

**Subject: Grant Revenue- Department of Transportation – Federal Transit Administration (FTA) and Other Transportation Program Grants for Maui Metropolitan Planning Organization (MPO)**

In accordance with Ordinance 5217, Bill 46 (2021) Draft 1, Fiscal Year 2022 Budget, we are hereby transmitting to you a copy of the receipt of dues, paid pursuant to HRS 279D, from the State Department of Transportation for FY2021 in the amount of \$50,000 and for FY2022 in the amount of \$50,000 for transportation planning portion of the Maui MPO FY2021 and FY2022 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,

**Marc Takamori**  
Digitally signed  
by Marc Takamori  
Date: 2021.08.17  
14:15:36 -10'00'

Marc I. Takamori, Director

Attachments

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

RECEIVED  
2021 AUG 19 AM 10:37  
OFFICE OF THE  
COUNTY CLERK

COUNTY COMMUNICATION NO. 21-425



Deposited with the

Treasurer's No.

**Department of Finance - Division of Treasury**

Collections on Account

Dept /Division  
Date

**Transportation-Maui MPO**  
**August 9 2021**

Source of Receipt			
Index	Subobject	Description	Amount
126915	3350	Maui MPO dues received from State	\$ 50,000.00
Total:			\$ 50,000.00

Prepared By: **Karen Tamaki**  
Phone 270-7519 (cell 808-264-8144)

Receipt of Deposit Hereby Acknowledged: \_\_\_\_\_

DATE 07/28/2021 TO MAUI METROPOLITAN PLANNING VENDOR CODE 000034175500

INVOICE NUMBER	INVOICE DATE	REMITTANCE DATA	AMOUNT
001-2022	07/01/2021		50,000.00
<div style="text-align: center;"> <p># 126915 - 3350</p> <p>RECEIVED AUG - 6 2021 By <i>Maui MPO</i></p> </div>			
DBRN: X73900 TRANSPORTATION			
TOTAL			50,000.00

NOTE: FOR ANY INQUIRY ON THIS PAYMENT, PLEASE CONTACT THE STATE AGENCY IDENTIFIED ABOVE.

0199595

THE ORIGINAL DOCUMENT HAS AN ARTIFICIAL WATERMARK ON THE BACK. HOLD AT AN ANGLE TO VIEW. ADDITIONAL SECURITY FEATURES LISTED ON BACK.

S 0003054

★ STATE OF HAWAII ★  
HONOLULU, HAWAII

000258 59-101/1213

VOID ON  
JUNE 1, 2023

DATE		
MONTH	DAY	YEAR
07	28	2021

PAY▶

EXACTLY	
DOLLARS	CENTS
\$****50,000	00

\*\*\*\*\*50,000.00 DOLLARS

PAY TO THE ORDER OF

MAUI METROPOLITAN PLANNING  
ORGANIZATION  
200 S HIGH ST  
WAILUKU HI 96793

For and Charge Same To  
SPECIAL FUND  
Fiscal Year 2021-2022

MAIN BRANCH  
First Hawaiian Bank  
HONOLULU, HAWAII

*Signature*

VOUCHER: 001328 DEPARTMENT: D

⑈ 240003054 ⑈ ⑆ 121301015 ⑆ 010088947 ⑈



**Maui Metropolitan  
Planning Organization**

200 South High Street  
Wailuku, HI 96793  
www.mauimpo.org

RECEIVED  
Department of Transportation  
Highways Planning Branch  
July 1, 2021; 10:15 am

# INVOICE

**DATE:** July 1, 2021

**Invoice No.** 001-2022

**TO:** State of Hawaii, Department of Transportation

869 Punchbowl Street, Room 301  
Honolulu, HI 96813  
Attention: Ken Tatsuguchi

---

FY 2022 Dues to Maui Metropolitan Planning Organization

\$50,000.00

Balance Owing Immediately

**\$50,000.00**

***PLEASE MAKE CHECK PAYABLE TO "Maui Metropolitan Planning Organization"***

I certify that goods/services were  
satisfactorily received/rendered.

*Ken Tatsuguchi*

**Signature**

**Dates Received:**

07/01/21

07/02/21

**Invoice**

**Goods/Services**

**Payment Approved:**

*Ken Tatsuguchi*

Jul 1, 2021

**Signature**

**Date**

# Unified Planning Work Program (UPWP)

## FY 2021 & 2022

(July 1, 2020 – June 30, 2022)

May 29, 2020



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 2021 & 2022

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## I. Introduction

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 Pā‘ia to have a population exceeding 50,000, thus constituting an urbanized area. Maui Metropolitan Planning Organization (Maui MPO) was designated for the island of Maui in 2013 and formed in 2016 to ensure that federal investment in transportation projects is based on a comprehensive, cooperative, and continuing (3-C) planning process.

Maui MPO Unified Planning Work Program (UPWP) for County Fiscal Year (FY) 2020 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. Additionally, UPWP work elements carried out by Maui MPO, including the Transportation Improvement Program (TIP) and Long Range Transportation Plan (LRTP) enable Maui to receive federal transportation funds for bus transit, highways, bicycle and pedestrian facilities.

## II. Sources of Funds

As set forth in HRS 279-D and the Maui MPO Finance Supplemental Agreement, 80% of Maui MPO’s funding comes from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), matched by annual dues of 10% from State of Hawai‘i and 10% from County of Maui. Maui MPO receives notification of anticipated federal funding levels on an annual basis. State of Hawai‘i Department of Transportation (HDOT) is the pass-through agency for federal planning funds.

- **49 USC 5303/5305(d) FTA Planning Funds** are used for transportation planning purposes and often involve transit projects.
- **23 USC 104(f) FHWA Planning Funds (PL)** are used for planning to address intermodal and transportation planning issues.
- **Matching funds.** The State and County must provide local matching funds for federally-assisted planning activities per the Maui MPO Finance Supplemental Agreement. Maui MPO requests annual dues through HDOT and County of Maui Department of Transportation (MDOT).

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 MPOs in Hawai‘i.

## III. Maui MPO Structure and Staff

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, a State of Hawai‘i Senator and Representative, the Directors of the Maui County Transportation Department (MDOT), Planning Department, Public Works Department, and the Director of the State of Hawaii Department of Transportation. Maui MPO TAC is comprised of technical representatives designated by the Policy Board.

Maui MPO staff includes two positions: Executive Director and Financial Specialist. Staff administer Maui MPO plans and programs. Brief descriptions of job responsibilities and pay ranges are as follows:

- **Executive Director (\$80,000-\$124,000):** 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 - \$80,000):** 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 FTA and FHWA grants; provides fiscal oversight on Maui MPO contracts; manages annual compliance and financial audit activities; arranges for and prepares minutes for committee meetings and workshops; and serves as office manager.

## IV. UPWP Development Process

The UPWP development process follows procedures established in the *Maui MPO Public Participation Plan*, summarized as follows: Maui MPO staff prepare a draft UPWP for review by federal advisors. Maui MPO Technical Advisory Committee provides input on planning studies. Maui MPO staff release a draft UPWP as part of public meeting materials for a Maui MPO Policy Board meeting. The Policy Board approves a draft UPWP to be circulated for public review and comment. Maui MPO staff publish a public notice at minimum seven-days prior to the meeting at which the UPWP will be considered for final approval by the Maui MPO Policy Board.

## V. Status of Maui MPO Planning Documents

The following table lists the most recent status (as of May 2020) of the Maui MPO planning documents:

Table 1. Status of Maui MPO Planning Documents

MPO Planning Document	Action/Date
<a href="#">Maui MPO Title VI Plan</a>	Adopted May 2020
<a href="#">Hele Mai Maui 2040 Long Range Transportation Plan (LRTP)</a>	Adopted December 2019
<a href="#">2019-2022 Maui Transportation Improvement Program (TIP)</a>	Adopted June 2018
<a href="#">Maui MPO Public Participation Plan</a>	Adopted May 2017

## VI. Summary of Programmed Expenditures

Maui MPO UPWP FY 2021 & 2022 programs \$500,000 per year to conduct transportation planning on the island of Maui. Maui MPO maintains compliance with federal regulations and ensure the continued availability of federal transportation funds for Maui. Cost categories follow federal standard budget

information for non-construction programs. Work elements include *Program Administration*, *Long Range Transportation Plan (LRTP)*, *Transportation Improvement Program (TIP)*, and *Planning Studies*. Details for each work element are provided in the following section. Table 1 and Table 2 summarize Expenditures Programmed for FY2021 & 2022, by federal Cost Category and UPWP Work Element, respectively.

Table 2. Summary of Expenditures Programmed by Cost Category

Cost Category	FY2021		FY2022	
Staff Costs	\$	276,380	\$	279,531
Travel	\$	13,750	\$	13,750
Utility	\$	2,200	\$	2,200
Materials and Supplies	\$	1,300	\$	1,300
Consultant Contracts	\$	172,640	\$	171,594
Rent	\$	13,830	\$	14,225
Other*	\$	19,900	\$	17,400
<b>TOTAL</b>	\$	500,000	\$	500,000

Table 3. Summary of Expenditures Programmed by Work Element

Work Element	Match*		Federal Funds**	
	FY2021	FY2022	FY2021	FY2022
1. Program Administration	\$ 74,472	\$ 65,681	\$ 297,888	\$ 262,725
2. Long Range Transportation Plan	\$ 5,000	\$ 34,319	\$ 20,000	\$ 137,275
3. Transportation Improvement Program	\$ -	\$ -	\$ -	\$ -
4. Planning Studies	\$ 20,528	\$ -	\$ 82,112	\$ -
	\$ 100,000	\$ 100,000	\$ 400,000	\$ 400,000

\* Federal Funds 80% of costs with the State and County each funding 10% of costs.

\*\* Federal Funds are from FTA and FHWA.

NOTE: Maui MPO staff salaries and benefits for each Work Element have been budgeted in full for the period July 1, 2020 to June 30, 2022 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.

## VII. FY 2021 & 2022 Work Elements

### 1. Program Administration

**Objectives:** Administer federal grants for regional transportation planning on Maui and manage a comprehensive, cooperative and continuing (3-C) planning process. Maintain Maui's eligibility to receive federal transportation funds for highways, buses, bicycle and pedestrian infrastructure.

**Deliverables:** Prepare and update required Maui MPO plans and programs as needed: *Unified Planning Work Program (UPWP)*, *Public Participation Plan (PPP)*, *Transportation Improvement Program (TIP)*, *Long Range Transportation Plan (LRTP)* and *Title VI Plan*. Administer transportation planning studies.

**Previous or ongoing work:** Maui MPO began operating in 2016 and has prepared all required plans and programs to comply with performance-based planning.

**Program Administration Tasks:**

Administer 3-C Planning Process

- Administer MPO funds to support Policy Board, Technical Advisory Committee and MPO office.
- Conduct public outreach and represent Maui MPO at public meetings and events.
- Comply with federal, state and county requirements and prepare reimbursement requests.
- Attend conferences, workshops and trainings related to metropolitan planning.
- Review, modify or add Maui MPO administrative procedures and agreements as needed.
- Provide status reports to Policy Board, County Council and State Legislature.

Maintain MPO Planning Documents

- Maintain and implement Maui MPO *Public Participation Plan (PPP)* and *Title VI Plan*.
- Prepare and implement *Unified Planning Work Program (UPWP)*.
- Coordinate data collection and track progress on programs, projects and performance measures identified in *Hele Mai Maui 2040* Long Range Transportation Plan.
- Develop the FFY 2022-2025 *Maui Transportation Improvement Program (TIP)*.
- Manage periodic revisions to the Maui TIP, and coordinate with State to include in STIP.
- Prepare scopes of work and procure consultants to work on planning studies.
- Administer contracts including payments and oversight of contract compliance.

Table 4. Program Administration Budget

Budget Item	Description	FY2021	FY2022
Staff Costs	Regular wages and fringe for Executive Director and Financial Specialist	\$ 276,380	\$ 279,531
Travel	Includes 3 mainland trips and 8 inter-island meetings per year	\$ 13,750	\$ 13,750
Utility	Includes cell phone, internet and electricity	\$ 2,200	\$ 2,200
Materials and Supplies	Office supplies	\$ 1,300	\$ 1,300
Rent	2145 Wells St. Suite 102A	\$ 13,830	\$ 14,225
Other	Includes printing, subscriptions, web hosting/services, conference fees, photocopier, social media & web redesign (FY 21 \$45,000)	\$ 19,900	\$ 17,400
Consultant	Social media and web redesign	\$ 45,000	\$ -
<b>TOTAL</b>		<b>\$ 372,360</b>	<b>\$ 328,406</b>

## 2. Long Range Transportation Plan (LRTP)

**Objectives:** Conduct public outreach to support implementation of *Hele Mai Maui 2040 Long Range Transportation Plan*, track progress on performance measures, and ensure consistency between the LRTP and Transportation Improvement Program (TIP) using performance-based planning and programming.

**Deliverables:** Increase number of Maui residents and visitors aware of *Hele Mai Maui 2040*. Support selected near-term programs identified in *Hele Mai Maui 2040*. Support County and State transportation projects, including Complete Streets projects and bus system improvements.

**Previous or ongoing work:** In December 2019 the Maui MPO adopted *Hele Mai Maui 2040* as the Long Range Transportation Plan for Maui. In 2020 Maui MPO will work with a consultant on LRTP outreach.

### Long Range Transportation Plan Tasks:

- Reserve funds in FY 2021 & 2022 for consultant contract to begin in FY2023 to update Long Range Transportation Plan.

Table 5. Long Range Transportation Plan Budget

Budget Item	Description	FY2021	FY2022
Consultants	Save funds for LRTP update beginning FY2023	\$ 25,000	\$ 171,594
TOTAL		\$ 25,000	\$ 171,594

## 3. Transportation Improvement Program (TIP)

**Objectives:** Manage revisions to the Maui TIP and comply with applicable Federal requirements. Coordinate with implementing agencies HDOT and DPW. Ensure consistency between the TIP and LRTP using performance-based planning and programming.

**Deliverables:** Adopt FFY2022-2025 Maui TIP by 2021 using performance-based planning with public participation. Complete two annual revisions to the Maui TIP, and prepare Annual Listing of Obligated Projects. Ensure that Maui's federal-aid transportation projects receive funding. Update *Maui MPO TIP Policies and Procedures* as needed.

**Previous or ongoing work:** Maui MPO adopted the FFY 2019-2022 Maui TIP in June 2018, and adopted Revisions #1-6 in 2019-2020.

### Transportation Improvement Program Tasks:

- Maui MPO staff costs to maintain and update the TIP is listed under Program Administration.

## 4. Planning Studies

**Objectives:** Planning studies will address multimodal transportation goals and performance measures developed with public input through the *Hele Mai Maui 2040* update. Potential topics include road data analysis, safety data analysis, bicycle and pedestrian planning, and travel demand forecasting. Maui MPO will prepare scopes of work for transportation planning studies, for review by funding agencies prior to procurement.

**Deliverables:** Completed transportation planning studies with implementation actions.

**Previous or ongoing work:** Maui MPO TAC, Policy Board and members of the public provide input on Maui MPO planning study topics. A portion of previous Planning Study funds were used for the *Vision Zero Action Plan*.

#### **Planning Studies Tasks:**

- Consultants to perform scope of work under direction of MPO Executive Director.

*Table 6. Planning Studies Budget*

<b>Budget Item</b>	<b>Description</b>	<b>FY2021</b>	<b>FY2022</b>
Consultants	Planning studies to support LRTP recommendations	\$ 102,640	\$ -
<b>TOTAL</b>		<b>\$ 102,640</b>	<b>\$ -</b>

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

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

**May 29, 2020**

#### **Maui MPO Policy Board Members**

Yuki Lei Sugimura, Chair, Maui County Council  
Marc Takamori, Vice Chair, County of Maui Department of Transportation  
Michele McLean, Member, County of Maui Department of Planning  
Rowena Dagdag-Andaya, Member, County of Maui Department of Public Works  
Jade Butay, Member, State of Hawai'i Department of Transportation  
Tamara Paltin, Member, Maui County Council  
Shane Sinenci, Member, Maui County Council  
Senator Rosalyn Baker, Member, Hawai'i State Senate  
Representative Troy Hashimoto, Member, Hawai'i State House of Representatives

#### **Maui MPO Technical Advisory Committee Members**

Michael DuPont, Chair, County of Maui Department of Transportation  
Robin Shishido, Vice Chair, State of Hawai'i Department of Transportation  
Pam Eaton, Chair, County of Maui Department of Planning  
Nolly Yagin, County of Maui Department of Public Works  
Kathleen Aoki, County of Maui Department of Planning  
Ken Tatsuguchi, State of Hawai'i Department of Transportation  
John Smith, County of Maui Department of Public Works  
Chico Rabara, County of Maui Department of Public Works  
Phillip Anderson, County of Maui Department of Housing and Human Concerns  
David Yamashita, County of Maui Department of Parks and Recreation

#### **Maui MPO Staff**

Lauren Armstrong, Executive Director  
Karen Tamaki, Financial Specialist

## ***Appendix A: Public and Intergovernmental Review***

Notice of the opportunity for public review of the *Maui MPO UPWP* is provided following procedures outlined in the [Maui MPO Public Participation Plan](#), including posting on the Maui MPO website, sending by email to newsletter and stakeholder lists, and by notice in the Maui News prior to final approval. The following list of agencies and stakeholders receive email notices of opportunities to review Maui MPO planning documents.

### United States of America

U.S. Army Corps of Engineers  
U.S. Department of Energy  
U.S. Department of Homeland Security  
U.S. Department of Housing and Urban Development  
U.S. Department of the Interior  
U.S. Department of Transportation  
U.S. Environmental Protection Agency

### State of Hawai‘i

Hawai‘i Department of Accounting and General Services  
Hawai‘i Department of Agriculture  
Hawai‘i Department of Budget and Finance  
Hawai‘i Department of Business, Economic Development, and Tourism  
Hawai‘i Department of Defense  
Hawai‘i Department of Education  
Hawai‘i Department of Hawaiian Home Lands  
Hawai‘i Department of Health  
Hawai‘i Department of Human Services  
Hawai‘i Department of Labor and Industrial Relations  
Hawai‘i Department of Land and Natural Resources  
Hawai‘i Department of Transportation  
Hawai‘i Office of Planning

### County of Maui

Office of the Mayor  
Department of Finance  
Department of Housing and Human Concerns  
Department of Parks and Recreation  
Department of Planning  
Department of Public Works  
Department of Transportation  
Maui Police Department

### Stakeholders

Aha Moku o Maui  
Alexander & Baldwin

Alliance of Maui Community Associations  
American Planning Association, Hawaii Chapter (APAHI)  
American Society of Landscape Architects (ASLA) - Hawaii Chapter  
Friends of the Children's Justice Center  
Goodfellow Bros  
Hawai'i Association of the Blind  
Hawai'i Executive Transportation  
Hawai'i Teamsters Local 996  
Hawai'i Bicycling League  
Hawaiian Islands Land Trust  
Hawai'i Transportation Association  
Hawaiian Electric Company, Inc. (HECO)  
Healthy Eating, Active Living  
Kiwanis Club of Maui  
Land Use Research Foundation of Hawaii  
Mahi Pono  
Matson  
Maui Bicycling League  
Maui Chamber of Commerce  
Maui Economic Opportunity, Inc.  
Maui Electric Company  
Maui Executives Association  
Maui Filipino Chamber of Commerce  
Maui Hotel and Lodging Association  
Maui Lions Club  
Maui Native Hawaiian Chamber of Commerce  
Maui Nui Marine Resource Council  
Maui Tomorrow  
Maui Visitors Bureau  
Platinum Tours Maui  
Realtors® Association of Maui, Inc.  
Roberts Hawai'i  
Rotary Club of Maui  
Sierra Club  
SpeediShuttle  
Surfrider Foundation  
The Nature Conservancy of Hawaii  
University of Hawai'i, Sea Grant College Program  
University of Hawai'i, Sustainable Living Institute of Maui  
Urban Land Institute Hawaii  
VIP Trans Maui Airport Shuttle  
Women Helping Women  
Young Brothers



**RECEIVED**  
**COUNTY OF MAUI**

Deposited with the

Treasurer's No.

Department of Finance - Division of Treasury  
2020 OCT 16 PM 2:55

SEP 30 20000586

Collections on Account  
DEPT OF TRANSPORTATION

Dept./Division  
Date

Transportation-Maui MPO  
September 29, 2020

Source of Receipt			
Index	Subobject	Description	Amount
116915	3350	FY2021 Maui MPO dues received from the State	\$50,000.00
Total:			\$50,000.00

✓ RW  
9/30/20

Prepared By: Karen Tamaki  
Phone 270-7519

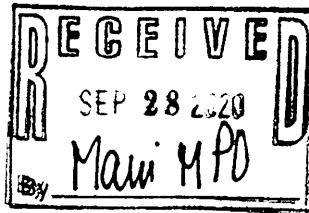
Receipt of Deposit Hereby Acknowledged: RW

S 0011445 ◀ CHECK NUMBER 000023 STATE OF HAWAII REMITTANCE ADVISE

DATE 09/23/2020 TO COUNTY OF MAUI-MAUI MPO

VENDOR CODE 000007472511

INVOICE NUMBER	INVOICE DATE	REMITTANCE DATA	AMOUNT
001-2021	07012020		50,000.00
DBRN: X50300 TRANSPORTATION			TOTAL 50,000.00



#116915-3350

NOTE: FOR ANY INQUIRY ON THIS PAYMENT, PLEASE CONTACT THE STATE AGENCY IDENTIFIED ABOVE.

0598546

THE ORIGINAL DOCUMENT HAS AN ARTIFICIAL WATERMARK ON THE BACK. HOLD AT AN ANGLE TO VIEW. ADDITIONAL SECURITY FEATURES LISTED ON BACK.

S 0011445

★ STATE OF HAWAII ★  
HONOLULU, HAWAII

000023 59-101/1213

VOID ON  
JUNE 1, 2022  
DATE  
MONTH DAY YEAR  
09 23 2020

PAY ▶

EXACTLY  
DOLLARS CENTS  
\$\*\*\*50,000.00

\*\*\*\*\*50,000.00 DOLLARS

PAY TO THE ORDER OF

COUNTY OF MAUI-MAUI MPO  
200 S HIGHT ST  
WAILUKU HI 96793

For and Charge Same To  
SPECIAL FUND  
Fiscal Year 2020-2021

MAIN BRANCH  
First Hawaiian Bank  
HONOLULU, HAWAII

VOUCHER: 005707 DEPARTMENT: D

11 1400 11 1445 11 12 130 10 151 0 1 088947 11



**Maui Metropolitan  
Planning Organization**

200 South High Street  
Wailuku, HI 96793  
www.mauimpo.org

## INVOICE

**DATE:** July 1, 2020

**Invoice No.** 001-2021

**TO:** State of Hawaii, Department of Transportation

869 Punchbowl Street, Room 301  
Honolulu, HI 96813  
Attention: Ken Tatsuguchi

---

FY 2021 Dues to Maui Metropolitan Planning Organization

\$50,000.00

Balance Owing Immediately

**\$50,000.00**

***PLEASE MAKE CHECK PAYABLE TO "COUNTY OF MAUI-MAUI MPO"***

RECEIVED

Department of Transportation  
Highways Planning Branch  
July 2, 2020; 8:35 am



I certify that goods/services were  
satisfactorily received/rendered.

*Ken F. Tatsuguchi*

---

**Signature**

**Dates Received:**

---

**Invoice**

---

**Goods/Services**

**Payment Approved:**

*[Signature]*

Jul 2, 2020

---

**Signature**

---

**Date**

# Unified Planning Work Program (UPWP)

## FY 2021 & 2022

(July 1, 2020 – June 30, 2022)

May 29, 2020



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.

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# Maui MPO Unified Planning Work Program (UPWP)

## FY 2021 & 2022

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## I. Introduction

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 Pā'ia to have a population exceeding 50,000, thus constituting an urbanized area. Maui Metropolitan Planning Organization (Maui MPO) was designated for the island of Maui in 2013 and formed in 2016 to ensure that federal investment in transportation projects is based on a comprehensive, cooperative, and continuing (3-C) planning process.

Maui MPO Unified Planning Work Program (UPWP) for County Fiscal Year (FY) 2020 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. Additionally, UPWP work elements carried out by Maui MPO, including the Transportation Improvement Program (TIP) and Long Range Transportation Plan (LRTP) enable Maui to receive federal transportation funds for bus transit, highways, bicycle and pedestrian facilities.

## II. Sources of Funds

As set forth in HRS 279-D and the Maui MPO Finance Supplemental Agreement, 80% of Maui MPO's funding comes from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), matched by annual dues of 10% from State of Hawai'i and 10% from County of Maui. Maui MPO receives notification of anticipated federal funding levels on an annual basis. State of Hawai'i Department of Transportation (HDOT) is the pass-through agency for federal planning funds.

- **49 USC 5303/5305(d) FTA Planning Funds** are used for transportation planning purposes and often involve transit projects.
- **23 USC 104(f) FHWA Planning Funds (PL)** are used for planning to address intermodal and transportation planning issues.
- **Matching funds.** The State and County must provide local matching funds for federally-assisted planning activities per the Maui MPO Finance Supplemental Agreement. Maui MPO requests annual dues through HDOT and County of Maui Department of Transportation (MDOT).

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 MPOs in Hawai'i.

## III. Maui MPO Structure and Staff

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, a State of Hawai'i Senator and Representative, the Directors of the Maui County Transportation Department (MDOT), Planning Department, Public Works Department, and the Director of the State of Hawaii Department of Transportation. Maui MPO TAC is comprised of technical representatives designated by the Policy Board.

Maui MPO staff includes two positions: Executive Director and Financial Specialist. Staff administer Maui MPO plans and programs. Brief descriptions of job responsibilities and pay ranges are as follows:

- **Executive Director (\$80,000-\$124,000):** 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 - \$80,000):** 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 FTA and FHWA grants; provides fiscal oversight on Maui MPO contracts; manages annual compliance and financial audit activities; arranges for and prepares minutes for committee meetings and workshops; and serves as office manager.

## IV. UPWP Development Process

The UPWP development process follows procedures established in the *Maui MPO Public Participation Plan*, summarized as follows: Maui MPO staff prepare a draft UPWP for review by federal advisors. Maui MPO Technical Advisory Committee provides input on planning studies. Maui MPO staff release a draft UPWP as part of public meeting materials for a Maui MPO Policy Board meeting. The Policy Board approves a draft UPWP to be circulated for public review and comment. Maui MPO staff publish a public notice at minimum seven-days prior to the meeting at which the UPWP will be considered for final approval by the Maui MPO Policy Board.

## V. Status of Maui MPO Planning Documents

The following table lists the most recent status (as of May 2020) of the Maui MPO planning documents:

Table 1. Status of Maui MPO Planning Documents

MPO Planning Document	Action/Date
<a href="#">Maui MPO Title VI Plan</a>	Adopted May 2020
<a href="#">Hele Mai Maui 2040 Long Range Transportation Plan (LRTP)</a>	Adopted December 2019
<a href="#">2019-2022 Maui Transportation Improvement Program (TIP)</a>	Adopted June 2018
<a href="#">Maui MPO Public Participation Plan</a>	Adopted May 2017

## VI. Summary of Programmed Expenditures

Maui MPO UPWP FY 2021 & 2022 programs \$500,000 per year to conduct transportation planning on the island of Maui. Maui MPO maintains compliance with federal regulations and ensure the continued availability of federal transportation funds for Maui. Cost categories follow federal standard budget

information for non-construction programs. Work elements include *Program Administration*, *Long Range Transportation Plan (LRTP)*, *Transportation Improvement Program (TIP)*, and *Planning Studies*. Details for each work element are provided in the following section. Table 1 and Table 2 summarize Expenditures Programmed for FY2021 & 2022, by federal Cost Category and UPWP Work Element, respectively.

Table 2. Summary of Expenditures Programmed by Cost Category

<b>Cost Category</b>	<b>FY2021</b>		<b>FY2022</b>	
Staff Costs	\$	276,380	\$	279,531
Travel	\$	13,750	\$	13,750
Utility	\$	2,200	\$	2,200
Materials and Supplies	\$	1,300	\$	1,300
Consultant Contracts	\$	172,640	\$	171,594
Rent	\$	13,830	\$	14,225
Other*	\$	19,900	\$	17,400
<b>TOTAL</b>	\$	500,000	\$	500,000

Table 3. Summary of Expenditures Programmed by Work Element

<b>Work Element</b>	<b>Match*</b>		<b>Federal Funds**</b>	
	<b>FY2021</b>	<b>FY2022</b>	<b>FY2021</b>	<b>FY2022</b>
1. Program Administration	\$ 74,472	\$ 65,681	\$ 297,888	\$ 262,725
2. Long Range Transportation Plan	\$ 5,000	\$ 34,319	\$ 20,000	\$ 137,275
3. Transportation Improvement Program	\$ -	\$ -	\$ -	\$ -
4. Planning Studies	\$ 20,528	\$ -	\$ 82,112	\$ -
	\$ 100,000	\$ 100,000	\$ 400,000	\$ 400,000

\* Federal Funds 80% of costs with the State and County each funding 10% of costs.

\*\* Federal Funds are from FTA and FHWA.

NOTE: Maui MPO staff salaries and benefits for each Work Element have been budgeted in full for the period July 1, 2020 to June 30, 2022 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.

## VII. FY 2021 & 2022 Work Elements

### 1. Program Administration

**Objectives:** Administer federal grants for regional transportation planning on Maui and manage a comprehensive, cooperative and continuing (3-C) planning process. Maintain Maui's eligibility to receive federal transportation funds for highways, buses, bicycle and pedestrian infrastructure.

**Deliverables:** Prepare and update required Maui MPO plans and programs as needed: *Unified Planning Work Program (UPWP)*, *Public Participation Plan (PPP)*, *Transportation Improvement Program (TIP)*, *Long Range Transportation Plan (LRTP)* and *Title VI Plan*. Administer transportation planning studies.

**Previous or ongoing work:** Maui MPO began operating in 2016 and has prepared all required plans and programs to comply with performance-based planning.

**Program Administration Tasks:**

Administer 3-C Planning Process

- Administer MPO funds to support Policy Board, Technical Advisory Committee and MPO office.
- Conduct public outreach and represent Maui MPO at public meetings and events.
- Comply with federal, state and county requirements and prepare reimbursement requests.
- Attend conferences, workshops and trainings related to metropolitan planning.
- Review, modify or add Maui MPO administrative procedures and agreements as needed.
- Provide status reports to Policy Board, County Council and State Legislature.

Maintain MPO Planning Documents

- Maintain and implement Maui MPO *Public Participation Plan (PPP)* and *Title VI Plan*.
- Prepare and implement *Unified Planning Work Program (UPWP)*.
- Coordinate data collection and track progress on programs, projects and performance measures identified in *Hele Mai Maui 2040* Long Range Transportation Plan.
- Develop the FFY 2022-2025 *Maui Transportation Improvement Program (TIP)*.
- Manage periodic revisions to the Maui TIP, and coordinate with State to include in STIP.
- Prepare scopes of work and procure consultants to work on planning studies.
- Administer contracts including payments and oversight of contract compliance.

Table 4. Program Administration Budget

Budget Item	Description	FY2021	FY2022
Staff Costs	Regular wages and fringe for Executive Director and Financial Specialist	\$ 276,380	\$ 279,531
Travel	Includes 3 mainland trips and 8 inter-island meetings per year	\$ 13,750	\$ 13,750
Utility	Includes cell phone, internet and electricity	\$ 2,200	\$ 2,200
Materials and Supplies	Office supplies	\$ 1,300	\$ 1,300
Rent	2145 Wells St. Suite 102A	\$ 13,830	\$ 14,225
Other	Includes printing, subscriptions, web hosting/services, conference fees, photocopier, social media & web redesign (FY 21 \$45,000)	\$ 19,900	\$ 17,400
Consultant	Social media and web redesign	\$ 45,000	\$ -
<b>TOTAL</b>		<b>\$ 372,360</b>	<b>\$ 328,406</b>

## 2. Long Range Transportation Plan (LRTP)

**Objectives:** Conduct public outreach to support implementation of *Hele Mai Maui 2040 Long Range Transportation Plan*, track progress on performance measures, and ensure consistency between the LRTP and Transportation Improvement Program (TIP) using performance-based planning and programming.

**Deliverables:** Increase number of Maui residents and visitors aware of *Hele Mai Maui 2040*. Support selected near-term programs identified in *Hele Mai Maui 2040*. Support County and State transportation projects, including Complete Streets projects and bus system improvements.

**Previous or ongoing work:** In December 2019 the Maui MPO adopted *Hele Mai Maui 2040* as the Long Range Transportation Plan for Maui. In 2020 Maui MPO will work with a consultant on LRTP outreach.

### Long Range Transportation Plan Tasks:

- Reserve funds in FY 2021 & 2022 for consultant contract to begin in FY2023 to update Long Range Transportation Plan.

Table 5. Long Range Transportation Plan Budget

Budget Item	Description	FY2021	FY2022
Consultants	Save funds for LRTP update beginning FY2023	\$ 25,000	\$ 171,594
TOTAL		\$ 25,000	\$ 171,594

## 3. Transportation Improvement Program (TIP)

**Objectives:** Manage revisions to the Maui TIP and comply with applicable Federal requirements. Coordinate with implementing agencies HDOT and DPW. Ensure consistency between the TIP and LRTP using performance-based planning and programming.

**Deliverables:** Adopt FFY2022-2025 Maui TIP by 2021 using performance-based planning with public participation. Complete two annual revisions to the Maui TIP, and prepare Annual Listing of Obligated Projects. Ensure that Maui's federal-aid transportation projects receive funding. Update *Maui MPO TIP Policies and Procedures* as needed.

**Previous or ongoing work:** Maui MPO adopted the FFY 2019-2022 Maui TIP in June 2018, and adopted Revisions #1-6 in 2019-2020.

### Transportation Improvement Program Tasks:

- Maui MPO staff costs to maintain and update the TIP is listed under Program Administration.

## 4. Planning Studies

**Objectives:** Planning studies will address multimodal transportation goals and performance measures developed with public input through the *Hele Mai Maui 2040* update. Potential topics include road data analysis, safety data analysis, bicycle and pedestrian planning, and travel demand forecasting. Maui MPO will prepare scopes of work for transportation planning studies, for review by funding agencies prior to procurement.

**Deliverables:** Completed transportation planning studies with implementation actions.

**Previous or ongoing work:** Maui MPO TAC, Policy Board and members of the public provide input on Maui MPO planning study topics. A portion of previous Planning Study funds were used for the *Vision Zero Action Plan*.

**Planning Studies Tasks:**

- Consultants to perform scope of work under direction of MPO Executive Director.

*Table 6. Planning Studies Budget*

<b>Budget Item</b>	<b>Description</b>	<b>FY2021</b>	<b>FY2022</b>
Consultants	Planning studies to support LRTP recommendations	\$ 102,640	\$ -
<b>TOTAL</b>		<b>\$ 102,640</b>	<b>\$ -</b>

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

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**May 29, 2020**

**Maui MPO Policy Board Members**

Yuki Lei Sugimura, Chair, Maui County Council  
 Marc Takamori, Vice Chair, County of Maui Department of Transportation  
 Michele McLean, Member, County of Maui Department of Planning  
 Rowena Dagdag-Andaya, Member, County of Maui Department of Public Works  
 Jade Butay, Member, State of Hawai'i Department of Transportation  
 Tamara Paltin, Member, Maui County Council  
 Shane Sinenci, Member, Maui County Council  
 Senator Rosalyn Baker, Member, Hawai'i State Senate  
 Representative Troy Hashimoto, Member, Hawai'i State House of Representatives

**Maui MPO Technical Advisory Committee Members**

Michael DuPont, Chair, County of Maui Department of Transportation  
 Robin Shishido, Vice Chair, State of Hawai'i Department of Transportation  
 Pam Eaton, Chair, County of Maui Department of Planning  
 Nolly Yagin, County of Maui Department of Public Works  
 Kathleen Aoki, County of Maui Department of Planning  
 Ken Tatsuguchi, State of Hawai'i Department of Transportation  
 John Smith, County of Maui Department of Public Works  
 Chico Rabara, County of Maui Department of Public Works  
 Phillip Anderson, County of Maui Department of Housing and Human Concerns  
 David Yamashita, County of Maui Department of Parks and Recreation

**Maui MPO Staff**

Lauren Armstrong, Executive Director  
 Karen Tamaki, Financial Specialist

## ***Appendix A: Public and Intergovernmental Review***

Notice of the opportunity for public review of the *Maui MPO UPWP* is provided following procedures outlined in the [Maui MPO Public Participation Plan](#), including posting on the Maui MPO website, sending by email to newsletter and stakeholder lists, and by notice in the Maui News prior to final approval. The following list of agencies and stakeholders receive email notices of opportunities to review Maui MPO planning documents.

### United States of America

- U.S. Army Corps of Engineers
- U.S. Department of Energy
- U.S. Department of Homeland Security
- U.S. Department of Housing and Urban Development
- U.S. Department of the Interior
- U.S. Department of Transportation
- U.S. Environmental Protection Agency

### State of Hawai‘i

- Hawai‘i Department of Accounting and General Services
- Hawai‘i Department of Agriculture
- Hawai‘i Department of Budget and Finance
- Hawai‘i Department of Business, Economic Development, and Tourism
- Hawai‘i Department of Defense
- Hawai‘i Department of Education
- Hawai‘i Department of Hawaiian Home Lands
- Hawai‘i Department of Health
- Hawai‘i Department of Human Services
- Hawai‘i Department of Labor and Industrial Relations
- Hawai‘i Department of Land and Natural Resources
- Hawai‘i Department of Transportation
- Hawai‘i Office of Planning

### County of Maui

- Office of the Mayor
- Department of Finance
- Department of Housing and Human Concerns
- Department of Parks and Recreation
- Department of Planning
- Department of Public Works
- Department of Transportation
- Maui Police Department

### Stakeholders

- Aha Moku o Maui
- Alexander & Baldwin

Alliance of Maui Community Associations  
American Planning Association, Hawaii Chapter (APAHI)  
American Society of Landscape Architects (ASLA) - Hawaii Chapter  
Friends of the Children's Justice Center  
Goodfellow Bros  
Hawai'i Association of the Blind  
Hawai'i Executive Transportation  
Hawai'i Teamsters Local 996  
Hawai'i Bicycling League  
Hawaiian Islands Land Trust  
Hawai'i Transportation Association  
Hawaiian Electric Company, Inc. (HECO)  
Healthy Eating, Active Living  
Kiwanis Club of Maui  
Land Use Research Foundation of Hawaii  
Mahi Pono  
Matson  
Maui Bicycling League  
Maui Chamber of Commerce  
Maui Economic Opportunity, Inc.  
Maui Electric Company  
Maui Executives Association  
Maui Filipino Chamber of Commerce  
Maui Hotel and Lodging Association  
Maui Lions Club  
Maui Native Hawaiian Chamber of Commerce  
Maui Nui Marine Resource Council  
Maui Tomorrow  
Maui Visitors Bureau  
Platinum Tours Maui  
Realtors® Association of Maui, Inc.  
Roberts Hawai'i  
Rotary Club of Maui  
Sierra Club  
SpeediShuttle  
Surfrider Foundation  
The Nature Conservancy of Hawaii  
University of Hawai'i, Sea Grant College Program  
University of Hawai'i, Sustainable Living Institute of Maui  
Urban Land Institute Hawaii  
VIP Trans Maui Airport Shuttle  
Women Helping Women  
Young Brothers