THE OahuMPO

PARTICIPATION PLAN

FOR
THE METROPOLITAN TRANSPORTATION
PLANNING PROCESS

Endorsed by the OahuMPO Policy Committee
December 15, 2006

Amended by the Policy Committee
June 30, 2015

Oahu Metropolitan Planning Organization

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FOREWORD

The Oahu Metropolitan Planning Organization (OahuMPO) was created in 1975 to ensure that existing and future expenditures for transportation projects and programs are based on a comprehensive, cooperative, and continuing (3-C) planning process. As the designated metropolitan planning organization (MPO) for the island of Oahu, the OahuMPO carries out various requirements mandated by the United States Department of Transportation. The creation of MPOs by the Federal government in the 1970's was precipitated by a need to hear the voice of the people and ensure that their concerns and feedback were part of the transportation investment decision-making process. In a democratic society, the public should have a say in how its tax dollars are spent and how its community is developed. Soliciting, understanding, and documenting the public's voice are among the most important responsibilities of the OahuMPO.

This Participation Plan of the OahuMPO has been developed to help members of the public and affected organizations, including government agencies, understand: 1) our planning process for Oahu's major surface transportation efforts and 2) how to participate effectively in that process. The process results in publically vetted plans and programs that provide direction to the development of our surface transportation system. Although the OahuMPO programs the federal funding of many of the City and State transportation projects, the OahuMPO does not design or construct these projects. As such, the Participation Plan focuses on the transportation planning aspects that fall within the OahuMPO's purview.

The Participation Plan has been developed to ensure compliance with the 2012 Moving Ahead for Progress in the Twenty-First Century (MAP-21) legislation, as well as guidance from the Federal Highway Administration and Federal Transit Administration. The procedures outlined in the Participation Plan will be reviewed periodically and updated as necessary to ensure a full and open participation process.

Brian Gibson
Executive Director

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GLOSSARY OF ACRONYMS

FOR THE

OahuMPO PARTICIPATION PLAN

3-C	Comprehensive, Cooperative and Continuing
ADA	Americans with Disabilities Act
CAC	Citizen Advisory Committee
DBEDT	Department of Business, Economic Development and Tourism
DOT	Department of Transportation
DPP	Department of Planning and Permitting
DTS	Department of Transportation Services
EJ	Environmental Justice
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
MAP-21	Moving Ahead for Progress in the Twenty-First Century
MPO	Metropolitan Planning Organization
OahuMPO	Oahu Metropolitan Planning Organization
ORTP	Oahu Regional Transportation Plan
OWP	Overall Work Program
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users
STIP	Statewide Transportation Improvement Program
T6/EJ	Title VI and Environmental Justice
TAC	Technical Advisory Committee
TIP	Transportation Improvement Program
UH	University of Hawaii
USDOT	United States Department of Transportation

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PART 1

METROPOLITAN TRANSPORTATION PLANNING PROCESS

1.1 OVERVIEW

Transportation planning in metropolitan areas is a collaborative process led by the metropolitan planning organization (MPO) and other key stakeholders in the regional transportation system. This process is designed to foster involvement by all interested parties – such as the general public, the business community, community groups, environmental organizations, and affected public agencies –through a proactive public participation process conducted by the MPO in coordination with the state and the transit operator.

The metropolitan transportation planning process is aimed at developing programs to meet a region's transportation needs by analyzing the existing system and preparing plans and studies in a comprehensive, cooperative, and continuing manner. This process, referred to as the 3-C (comprehensive, cooperative, and continuing) planning process, is federally required as a condition for receipt of federal highway and transit funds.

These plans and programs are the basis for the development and operation of an integrated, intermodal transportation system that facilitates the efficient and economic movement of people and goods.

The Oahu Metropolitan Planning Organization (OahuMPO) Participation Plan, developed under the metropolitan planning process, applies to those activities under the purview of the OahuMPO. Transportation planning programs and projects managed by the State, City, or Operator can follow their own respective participation plans, which may differ from those of OahuMPO. This Participation Plan satisfies the City's public participation process for its Program of Projects, to meet Urbanized Area Formula Program under 49 U.S.C. 5307 public involvement requirements.[1]

1.2 THE OAHU METROPOLITAN PLANNING ORGANIZATION

The Oahu Metropolitan Planning Organization (OahuMPO) is the MPO for Oahu. The OahuMPO was established by State law as a City/State agency to coordinate transportation planning on Oahu in cooperation with the State and City transportation and planning agencies. This State law was a response to the Federal Surface Transportation Assistance Act of 1973, which required the formation of an MPO to ensure that existing and future expenditures for transportation projects and programs were based on the 3-C planning process. Federal funding for transportation projects and programs are channeled through this planning process.

[1] 23 CFR 450.314, 316, 322 and 324
FTA Circular 9030.1D, Ch. IV, Section 6

Organizationally, the OahuMPO has four components:

1.2.1 The Policy Committee

The Policy Committee is the OahuMPO's decision-making body. It has thirteen members: six State Legislators, five City Council members, the State Department of Transportation Director, and the City Department of Transportation Services Director.

The Policy Committee has two standing advisory committees - the Technical Advisory Committee and the Citizen Advisory Committee.

1.2.2 The Technical Advisory Committee (TAC)

The TAC is responsible for ensuring the technical competence of the planning process. Its members include two staff representatives from each agency: State Department of Business, Economic Development and Tourism, State Department of Transportation, City Department of Planning and Permitting, and City Department of Transportation Services. The Hawaii Transportation Association Managing Director, a University of Hawaii faculty member, and representatives from the Federal Highway, Transit, and Aviation Administrations are non-voting members of the TAC. The TAC advises both the Policy Committee and the OahuMPO Executive Director on technical matters.

1.2.3 The Citizen Advisory Committee (CAC)

The CAC is the foundation of the OahuMPO’s public involvement program. The CAC advises the Policy Committee and the OahuMPO's Executive Director with input from its members on transportation planning issues.

The CAC was established by the Policy Committee in July 1977 and operates under a set of bylaws (See *Appendix A*). Its members include non-governmental organizations and City neighborhood boards, representing diverse segments of the community (see OahuMPO website for current list of member organizations). The CAC provides a vehicle for informing interested citizens of various transportation issues and for face-to-face discussions with key decision-makers and project administrators.

1.2.4 The OahuMPO Executive Director and Staff

The OahuMPO Executive Director and staff are responsible for the administration and implementation of policy, project direction, and coordination as directed by the Policy Committee.

1.3 PLANNING ACTIVITIES IN WHICH THE OahuMPO IS INVOLVED

The OahuMPO'S planning activities include:

- Developing three major documents: a long-range (minimum 20-year) Oahu regional transportation plan (ORTP), a short-term (four-year) transportation improvement program (TIP), and an annual overall work program (OWP) of transportation planning studies;

- Conducting special planning studies in support of the basic planning programs;

- Reviewing planning projects for compatibility with other planning efforts and for compliance with applicable federal transportation planning rules; and

- Serving as a resource for City and State transportation and planning agencies.

It is important to understand that activities such as a project's local funding, design and construction, program operations, and neighborhood street improvements are **not** addressed by the OahuMPO's planning activities. Furthermore, while access to air and water transportation facilities is subject to the planning process, planning for airport and harbor facilities is not within the OahuMPO's area of responsibility.

1.3.1 Oahu Regional Transportation Plan (ORTP)

The ORTP is the official guide for the development of the major surface transportation facilities and programs to be implemented on Oahu. Based upon projected transportation needs, the plan identifies short-range and long-range strategies and actions that should ultimately lead to the development of an integrated intermodal transportation system that facilitates the safe, efficient, and effective movement of people and goods. The ORTP must be updated at least once every five years and may be amended as necessary.

1.3.2 Transportation Improvement Program (TIP)

The TIP is a four-year funds programming document that identifies and establishes the implementation priority for State and City transportation projects to be funded in part with federal highway and transit funds. Additionally, regionally significant projects requiring an action by Federal Highway Administration (FHWA) or Federal Transit Administration (FTA) must be included in the TIP, even when federal highway or transit funds are not used. All TIP projects must be consistent with the ORTP and expected to be "ready-to-go" in its programmed year.

When approved by the Policy Committee and the Governor, the entire TIP project listing is incorporated as the Oahu element of the *Statewide Transportation Improvement Program* (STIP). All projects proposed to be funded with FTA or FHWA funds must be included in the STIP for joint FHWA and FTA approval. The TIP is updated every three years and may be amended as necessary.

1.3.3 Overall Work Program (OWP)

The OWP is the key management tool for coordinating State and City transportation planning activities on Oahu. It describes the planning projects to be undertaken during the programmed year. Project objectives and tasks are outlined with the budgetary and staff requirements needed to carry out each project. In addressing current transportation issues and problems, the OWP reflects local planning policies, and federal transportation priorities and requirements. The OWP may be amended during the program year.

1.3.4 Special Projects

The OahuMPO and its participating agencies conduct special planning projects in addition to those that are specifically required under the federal planning rules. These projects generally support or further develop the ORTP and TIP, and are programmed in the annual OWP.

PART 2

THE PARTICIPATION PLAN

Public involvement has always been an important component of the OahuMPO's transportation planning process. In addition, the federal regulations require that metropolitan planning organizations develop a documented participation plan which provides all interested parties with reasonable opportunities to be involved in the metropolitan planning process.

2.1 PARTICIPATION PLAN MISSION STATEMENT

The *mission* of the OahuMPO Participation Plan (OPP) is to seek and encourage public participation by stimulating broad public awareness of, and increased public participation in, the OahuMPO's comprehensive, cooperative, and continuing transportation planning and decision-making process.

2.2 PARTICIPATION PLAN GOALS AND OBJECTIVES

The overall *goal* of the OPP is to ensure that the products of the OahuMPO's metropolitan transportation planning process reflect the needs and concerns of the public.

The *objective* of the OPP is to continue to expand its outreach programs by:

- Identifying ways to more effectively involve communities, groups, and individuals – including citizens who are traditionally underserved and underrepresented, such as minority and low-income populations;
- Providing interested communities, groups, and individuals with pertinent information in a timely manner; and
- Establishing effective means of obtaining feedback from interested communities, groups, and individuals through the transportation planning process.

With the assistance of its CAC, the OahuMPO continues to move in this direction – improving public involvement opportunities and strengthening community trust and support.

2.3 TITLE VI AND ENVIRONMENTAL JUSTICE CONSIDERATIONS

Title VI, of the Civil Rights Act of 1964, and environmental justice are about fairness. Fairness means that everyone will be treated equally in receiving benefits and not discriminated against by being unduly impacted environmentally, socially, or economically. As such, the OahuMPO is committed to proactive outreach to ensure full and fair participation in the transportation decision-making process by all citizens – regardless of race, ethnicity, or income.

2.3.1 Title VI Legislation

Title VI bars intentional discrimination as well as disparate impact discrimination (i.e., a neutral policy or practice that has a disparate impact on protected groups). Title VI states, "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

In 1994, President Clinton issued Executive Order 12898, directing all federal agencies to implement environmental justice. The Environmental Justice Order further amplifies Title VI by providing that each federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority and low-income populations.

The United States Department of Transportation (USDOT) has identified environmental justice as an "undeniable mission of the agency" along with safety and mobility. USDOT stresses three principles of environmental justice:

1. To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.

2. To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.

3. To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

2.3.2 The OahuMPO Policy Statement for Title VI & Environmental Justice

The Policy Committee approved the following Title VI & Environmental Justice OahuMPO Policy Statement on July 19, 2001:

> *It is the policy of the Oahu Metropolitan Planning Organization (OahuMPO) to adhere to the following Federal regulations:*
>
> - *The Civil Rights Act of 1964*
> - *Environmental Justice (Executive Order 12898)*
> - *Civil Rights Restoration Act of 1987*

- *Age Discrimination Act of 1975*

The OahuMPO will fully comply with the above statutes and their implementing regulations and will not discriminate on the basis of race, color, gender, national origin, age, or low-income. The OahuMPO will not exclude anyone from participation in, deny the benefits of, or otherwise discriminate under any of its programs or activities.

OahuMPO's intent is to eliminate participation barriers and engage minority and low-income populations in its outreach activities. The OahuMPO will seek the input of those traditionally underserved by existing transportation systems, such as minority and low-income populations, who may face challenges accessing employment and other services.

2.3.3 Other Legislation

Section 504 of the Rehabilitation Act of 1973 provides that, "(N)o qualified handicapped person shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity that receives or benefits from Federal Financial assistance" and thus, prohibits discrimination based on physical or mental handicap.

The Americans with Disabilities Act of 1990 provides that, "(N)o qualified individual with a disability shall, by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination by a department, agency, special purpose district, or other instrumentality of a State or a local government". This legislation essentially provides enforceable standards to address discrimination against individuals with disabilities.

With the Rehabilitation Act and the American with Disabilities Act in mind, it is also the intent of the OahuMPO to eliminate participation barriers for persons with physical or mental disabilities.

PART 3

PARTICIPATION PLAN ADMINISTRATIVE GUIDELINES

The following administrative guidelines and procedures are established to implement the OPP public involvement activities under the purview of the OahuMPO, and are subject to the availability of financial and staff resources and the direction of the OahuMPO Executive Director.

3.1 PUBLIC INVOLVEMENT OPPORTUNITIES

The following procedures are used to foster ample opportunity for public involvement and to maximize the opportunity for public comment:

3.1.1. Opportunities for public involvement at key decision points shall be provided and identified for the OahuMPO's major planning work products (i.e., development of the ORTP, TIP, and OWP).

3.1.2. Unless otherwise determined, meetings of the CAC will be the primary vehicle for distribution of public information. (Refer to sections 3.2 and 3.4.)

3.1.3. A response to questions and comments will be provided when formally requested to do so (e.g., written requests for written responses).

3.1.4. When appropriate, the OahuMPO may support public involvement efforts of the State and City legislative and executive agencies with regard to transportation planning activities.

3.1.5. The OahuMPO will periodically review the effectiveness of the procedures and strategies contained herein to ensure a full and open participation process.

3.2 PUBLIC MEETINGS

The following procedures are used for public meetings, including meetings of the OahuMPO CAC, TAC, and Policy Committee:

3.2.1. Meetings will follow the State of Hawaii's Sunshine Law (*Section 92-7, HRS*) and be open to the public.

3.2.2. Public meetings will be held at convenient and accessible locations and times.

3.3 STANDING COMMITTEE MEETINGS

The following, additional procedures are used as defined for each of the OahuMPO's standing committees. The standing committees are the CAC, TAC, and Policy Committee.

3.3.1. General Guidelines

a. All procedures that apply to public meetings, as described in Section 3.2, apply to meetings of the OahuMPO's standing committees.

b. The Chair of each committee will determine the committee's agenda.

c. Meetings will be documented; meeting minutes will be circulated as part of the meeting materials distributed for the next meeting.

d. Committee membership and mailing lists will be regularly maintained and updated.

e. For standing committee members, copies of all meeting materials (including the agenda, minutes, and other materials) will be provided to members of that specific committee, free of charge, for their respective meeting. For example, Policy Committee members will receive all Policy Committee meeting materials; the representative and alternate(s) of each CAC member organization will receive all CAC meeting materials.

f. Language translation and other special needs for meetings will be provided upon requests made at least three (3) business days in advance of the meeting.

g. Meeting notices and minutes will be posted on the OahuMPO website (www.OahuMPO.org)

3.3.2. Policy Committee Meetings

a. Meetings of the Policy Committee shall be scheduled as needed.

b. Public testimony will be accepted at meetings of the Policy Committee (see Section 3.7 for guidelines on submitting oral and written testimony).

c. The receipt and the disposition of formal communications from the CAC shall be noted at the Policy Committee meetings and reflected in the Policy Committee meeting minutes. A letter of acknowledgement for each formal communication shall be sent to the CAC Chair.

3.3.3. Citizen Advisory Committee Meetings (CAC)

a. Meetings of the CAC shall be scheduled monthly.

b. The CAC may review proposed transportation plans and issues under the purview of the OahuMPO and report its comments and/or recommendations to the Policy Committee.

c. Representatives of CAC member organizations will be surveyed periodically

to assess the most convenient times and locations for CAC meeting.

d. CAC member and guest organization attendance records will be regularly maintained and updated.

e. Orientation meetings will be provided for new and existing CAC members upon request.

f. Meetings of the subcommittees of the CAC shall be scheduled as needed.

g. Topics for CAC meetings may be proposed by members and submitted to the OahuMPO and the CAC Chair for consideration.

h. The Bylaws of the CAC provide additional information about the CAC (see Appendix A).

i. All members of the Policy Committee shall be included on the CAC mailing lists.

3.3.4. Technical Advisory Committee Meetings (TAC)

a. Meetings of the TAC shall be scheduled as needed.

b. All members of the Policy Committee shall be included on the TAC mailing lists.

3.4 DISTRIBUTION OF PUBLIC RECORDS

3.4.1. The ORTP, TIP, OWP, and OPP documents are posted on the OahuMPO website for the public's convenience.

3.4.2. Upon request, each Policy Committee member, TAC agency, and CAC member organization shall receive, at no cost, a single copy of the OahuMPO planning documents: OWP, TIP, ORTP and OPP.

3.4.3. Standing Committee Meeting Materials

a. Copies of meeting agendas and/or meeting minutes are provided, free of charge, to all persons requesting receipt by fax, mail, or electronic mail (email).

b. When possible, other meeting materials distributed to standing committee members will be provided, free of charge, to all persons requesting receipt by fax or email.

c. For meeting materials that cannot be faxed or emailed, a nominal fee will be charged. The cost will include postage, if applicable. Payment must be made in advance. The OahuMPO Office Manager should be contacted at 587-2015 to make arrangements (see Section 3.4.5).

3.4.4. All meeting materials and public records – such as planning/programming

documents, studies, and reports – shall be available at the OahuMPO offices for public inspection during normal business hours for review, duplication, or purchase at a nominal cost (see Section 3.4.5). An appointment is recommended (call 587-2015 to schedule an appointment).

3.4.5. The OahuMPO follows the Office of Information Practice's Hawaii Administrative Rules, Title 2, Subtitle 7, Chapter 71, Agency Procedures and Fees for Processing Government Record Requests.

3.5 INTERESTED PARTIES & INTERGOVERNMENTAL REVIEW

3.5.1. A list of interested parties and intergovernmental agencies will be developed and periodically updated that includes, but is not limited to, citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, agencies or entities responsible for safety/security operations, providers of non-emergency transportation services, and other interested parties.

3.5.2. Interested Parties

a. All non-public agencies, including individuals, organizations, groups, for-profit and non-profit entities, etc. on the "interested parties" list are offered the opportunity to participate in the public review process.

b. Anyone and any group may request to be included on the "list of interested parties" by contacting the OahuMPO directly (see front cover of this document for contact information).

3.5.3. Intergovernmental Review

a. Public agencies and utilities are offered the opportunity to participate in an intergovernmental review process.

b. Any affected public agency or utility may request to be included on the intergovernmental review list by contacting the OahuMPO directly (see front cover of this document for contact information).

3.5.4. Circulation and Use of the Lists

a. The interested parties and intergovernmental review lists is used to solicit public input on major documents and transportation planning activities having a wide impact on the community, as described in Section 3.6.

b. For minor documents or transportation planning activities having a more limited community impact, where public input is desired, a subset of the interested parties and intergovernmental review lists may be used.

c. The interested parties and intergovernmental review lists is only used by the OahuMPO for pertinent government-related business as it applies to

transportation planning.

i. Personal information – such as home addresses, telephone numbers, cell phone numbers, and e-mail addresses – may not be released to the general public without written consent. The lists, including personal information, may be shared with other government agencies needing the information for the same purpose as the OahuMPO (i.e., to obtain input on or to transmit information related to transportation planning issues).

3.6 PUBLIC REVIEW OF DRAFT DOCUMENTS

The following procedures, in conjunction with administrative guidelines described herein, will be used to facilitate the timely development of public review drafts of the ORTP, TIP, OWP, OPP, and other documents developed by the OahuMPO as needed.

3.6.1. Public Review Draft

a. The public review draft will be circulated to: the CAC, the TAC, the Policy Committee, those identified on the "Interested Parties" and "Intergovernmental" review lists, and others upon request.

b. Electronic versions of the draft document will be posted on the OahuMPO's website.

c. A review period will be provided for public review and comment.

d. Written comments on the public review draft document will be accepted by the OahuMPO via mail, fax, or email.

3.6.2. CAC Comments

a. The public review draft document may be placed on the CAC agenda for discussion.

b. Appropriate visualization techniques will be used to illustrate the projects that are included in the document.

c. Oral comments will be received during the CAC meeting at which the document is an agenda item.

d. If available, the date, time, and location of the meeting at which the Policy Committee will take action on the document will be announced at CAC meetings.

3.6.3. TAC Action

a. The public review draft document may be placed on the TAC agenda for discussion.

b. Appropriate visualization techniques will be used to illustrate the projects that are included in the document.

c. Oral comments from individual TAC members will be received during the meeting at which the document is an agenda item.

d. At the discretion of the TAC Chair, oral comments from the public may be requested.

e. The TAC will be offered an opportunity to provide a recommendation to the Policy Committee on the draft document.

3.6.4. Policy Committee Action

a. A meeting of the Policy Committee to act on the public review draft of the document will be scheduled after the public review period is over.

   i. The meeting will be publicized as outlined in Section 3.2.

   ii. Written and oral comments will be summarized and provided to the Policy Committee for their consideration in finalizing the document.

   iii. Written and oral testimony will be accepted at the Policy Committee meeting as described in Section 3.7.

b. The final document, endorsed by the Policy Committee, will be posted on the OahuMPO's website.

3.7 PUBLIC TESTIMONY AT MEETINGS OF THE POLICY COMMITTEE

Oral and written testimony shall be accepted at meetings of the Policy Committee.

3.7.1. Oral Testimony

a. Oral testimony shall be limited to one minute per person, or lengthened upon the discretion of the Policy Committee Chair.

b. Written documentation of oral testimony is requested; submit one (1) original to the OahuMPO staff at the meeting.

c. Any person wishing to speak on an agenda item may register by:

   i. Calling 587-2015 at least two (2) hours prior to the start of the meeting (calls to testify at meetings starting before 10:00 a.m. must reach the OahuMPO office prior to the close of the preceding business day); or

   ii. Signing up in person at the meeting prior to the start of the meeting.

3.7.2. Written Testimony

a. The testifier shall provide one (1) original and 15 copies of each written testimony to the OahuMPO.

b. Written testimony must reach the OahuMPO office at least 24 hours prior to the start of the meeting (for Monday meetings, written testimony must reach the OahuMPO office by the prior Friday morning).

c. Written testimony sent to the OahuMPO via e-mail (ompotestimony@hawaii.rr.com) or fax (587-2018) will be accepted under the following conditions:

    i. E-mailed and faxed testimony must reach the OahuMPO office at least 24 hours prior to the start of the meeting (for Monday meetings, e-mailed or faxed testimony must reach the OahuMPO office by the prior Friday morning). To confirm receipt of testimony, call the OahuMPO office at 587-2015.

    ii. E-mailed and faxed testimony should be limited to the equivalent of four (4) single-sided 8½"x 11" pages, including attachments and other supplemental information.

        1. If testimony exceeds this requirement, the OahuMPO will only copy and distribute the first four pages received.

d. Any written testimony brought to the meeting by a testifier may be distributed to the Policy Committee members by said testifier. The OahuMPO staff will not be responsible for copying and/or distributing written testimony received within the 24 hours of the start of the meeting or brought to the meeting. The original of the written testimony should be given to the OahuMPO staff for the OahuMPO's records.

e. Any personal information (such as home addresses, home phone numbers, and cell phone numbers) included on the written testimony will become public information.

PART 4

TITLE VI AND LIMITED ENGLISH PROFICIENCY OUTREACH PLAN

Nondiscrimination, including Title VI compliance, is a major consideration for OahuMPO's public outreach. OahuMPO endeavors to encourage and support active public participation throughout the planning and decision-making process related to the development of its plans, programs, and projects yielding a safe and efficient transportation system reflecting the needs and interests of all stakeholders.

The OahuMPO endeavors to involve the people traditionally underserved in transportation issues. In addition to the outreach activities listed in Part 3, *Participation Plan Administrative Guidelines,* of this Participation Plan, OahuMPO may use untraditional outreach strategies that are tailored to fit the affected community, when reasonable.

4.1 TAILORED OUTREACH STRATEGIES

Outreach to traditionally underserved populations, particularly those protected under Title VI, helps to assure that all constituents have opportunities to affect the decision-making process. It helps to set the tone for subsequent project activities, promoting a spirit of inclusion and establishing trust through transparency.

Once the underserved group that requires tailored outreach has been identified and the need to use non-traditional outreach techniques has been decided upon, there are many different strategies OahuMPO may employ, particularly during the development of the ORTP. The following identifies some strategies:

4.1.1 Minority Populations

a. Tailor public involvement techniques to meet the needs of those for whom traditional outreach, such as meetings and information dissemination, are not effective.

   i. Employ more verbal and visual communication techniques.

   ii. Conduct meetings in smaller and non-traditional venues at times that would meet the needs of shift workers.

   iii. Use community and religious organizations and their leaders in building communication.

   iv. Place announcements in minority or ethnic news media, both radio and print.

b. Encourage participation of traditionally underserved populations on OahuMPO's Citizen Advisory Committee (CAC).

    i. Use community and religious organizations and their leaders to help educate about participation opportunities and benefits.

    ii. Encourage existing CAC members to reach out to their communities and act as liaisons for OahuMPO.

    iii. Target neighborhoods and communities which are underrepresented on the CAC for specific and tailored outreach.

4.1.2 Limited English Proficiency (LEP) Populations

The OahuMPO has adopted HDOT's Language Access Plan. That plan may be found at http://hidot.hawaii.gov/administration/files/2013/01/language-access-plan-2011.pdf

There are four steps of evaluation OahuMPO will use when considering the need for alternative outreach to LEP individuals:

a. Determine the number or proportion of underserved individuals eligible to be served or likely to be encountered by the plan or program.

b. Determine the frequency with which underserved individuals come in contact with the plan or program.

c. Determine the nature and importance of the plan or program to the underserved individual.

d. Determine the resources available and the costs.

If a determination that alternative outreach or service is needed, the OahuMPO may employ the following:

a. Tailor public involvement techniques to meet the needs of those with limited English proficiency.

    i. Use translators or interpreters at meetings where there is need and ensure that proper notice of translation service is publicized.

    ii. Provide translated informational materials in communities where there may be the highest need.

    iii. Ensure that the OahuMPO website provides translation to the best extent possible.

    iv. Enlist the assistance of agencies which provide services to LEP populations.

4.2 DISCRIMINATION COMPLAINT PROCEDURES

OahuMPO complies with the applicable Title VI requirements, and regularly monitors its plans and programs for compliance based on the Title VI performance measures documented in the reports below. However, any person who believes that he or she, individually, as a member of any specific class, or in connection with any disadvantaged business enterprise, has been subjected to discrimination on the basis of race, color, national origin, or sex, protected categories under Title VI of the Civil Rights Act of 1964, and other related statutes, may file a Title VI complaint with OahuMPO. A complaint may also be filed by a representative on behalf of such a person. Complaints should be directed to:

Oahu Metropolitan Planning Organization
707 Richards Street, Suite 200
Honolulu, Hawaii 96813

If a formal complaint regarding Title VI is received, OahuMPO follows the Title VI investigation and complaint procedures developed by the State of Hawaii Department of Transportation. Refer to the Hawaii Department of Transportation's website (http://hidot.hawaii.gov/administration/files/2013/01/title-vi-complaint-procedures.pdf) for information on OahuMPO's nondiscrimination obligations and for procedures on how to file a discrimination complaint.

Figure 1:

OAHU METROPOLITAN PLANNING ORGANIZATION
TITLE VI COMPLAINT FORM

SECTION I		
Name:		
Address:		
Telephone (Home):	Telephone (Work):	
E-mail Address:		
Accessible Format Requirements?	Large Print ☐ TDD ☐	Audio Tape ☐ Other (specify): _____
SECTION II		
Are you filing this complaint on your own behalf?	Yes ☐	No ☐
If you answered "yes" to the question above, go to Section III below.		
If you answered "no," please provide the name and relationship of the person for whom you are complaining.		
Please explain why you have filed for that person.		
Please confirm that you have obtained the permission of that person.	Yes ☐	No ☐
SECTION III		
I believe the discrimination I experienced was based on (check all that apply):		
Race ☐ Color ☐ National Origin ☐		
Date of Alleged Discrimination (Month, Day, Year): _____		
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as the names and contact information of any witnesses. If more space is needed, please attach a separate sheet of paper.		
SECTION IV		
Have you previously filed a Title VI complaint with OahuMPO?	Yes ☐	No ☐

Title VI Complaint Form.docx
Revised November 2012

SECTION V
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court? Yes ◯ No ◯ If yes, check all that apply and name the agency: ☐ Federal Agency:_____ ☐ State Agency: _____ ☐ Federal Court: _____ ☐ City Agency: _____ ☐ State Court: _____
Please provide information about a contact person at each agency/court where the complaint was filed.
Name:
Title:
Agency:
Address:
Telephone:

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below:

_____ _____

Signature Date

Please submit this form in person at the address below, or mail this form to:

Oahu Metropolitan Planning Organization
707 Richards Street, Suite 200
Honolulu, Hawaii 96813

Title VI Complaint Form.docx
Revised November 2012

PART 5
EARLY & CONTINUOUS INVOLVEMENT

Early and continuous involvement opportunities for the development of the ORTP, TIP, and OWP are offered through the CAC – the OahuMPO's public involvement foundation. The development of each of these documents and the participation plan procedures used are described in this section.

5.1 OAHU REGIONAL TRANSPORTATION PLAN

The following procedures, in conjunction with the public involvement administrative guidelines described in Part 3, are used to facilitate the timely development of the ORTP. Participation opportunities in the development of the ORTP are highlighted in Figure 1.

5.1.1. Early in the development of the scope-of-work for the development of the ORTP, the CAC will be offered the opportunity to prioritize the public involvement activities. These priorities will guide the ORTP public outreach program.

a. For example, in the past, the CAC has been asked where public outreach dollars should be focused: identification of public involvement strategies, identification of goals and objectives, identification of transportation problem areas, identification of potential transportation solutions, prioritization of proposed transportation solutions, or review of the draft plan.

b. This information will be considered in the development of the ORTP public outreach program.

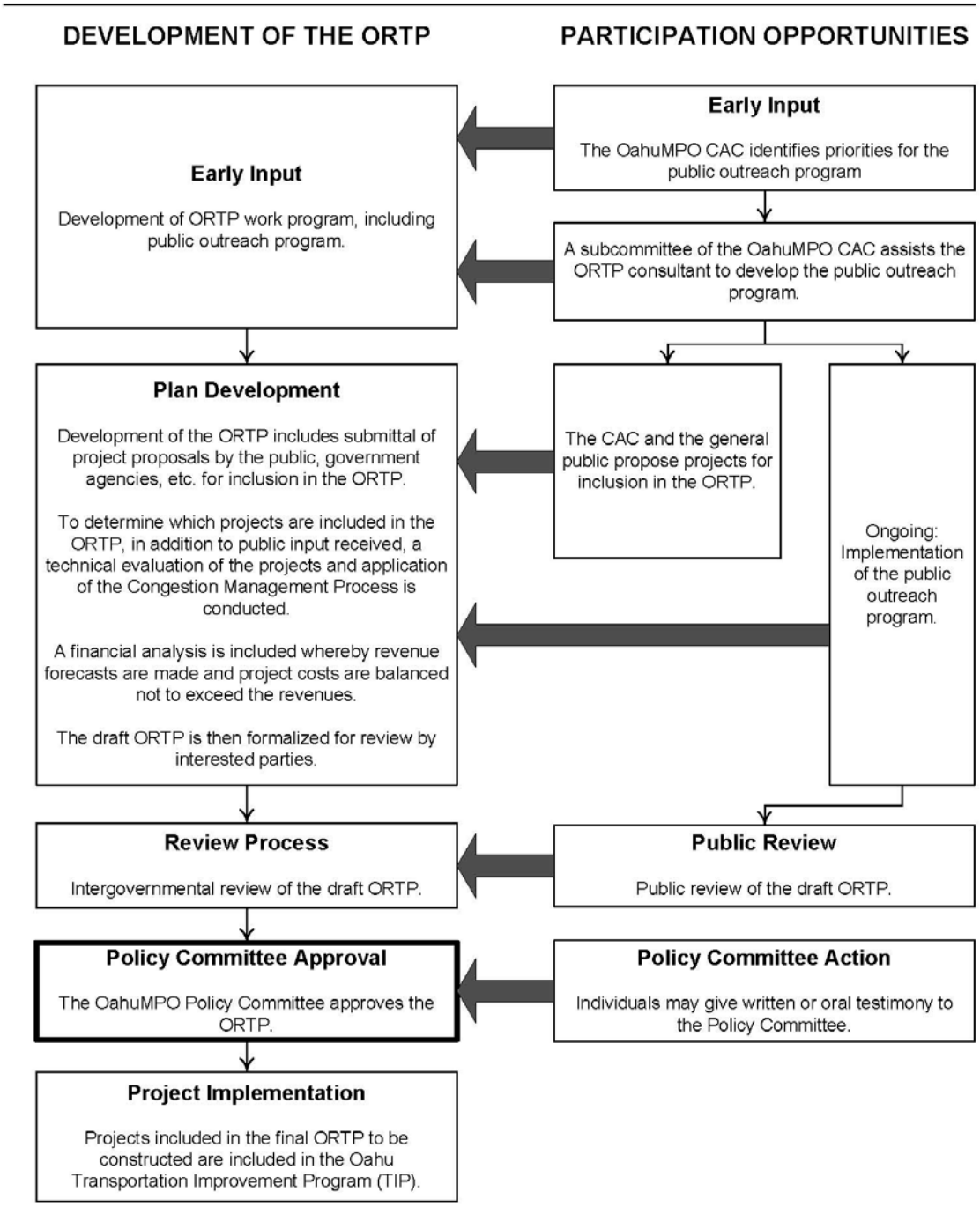
5.1.2. An ORTP public outreach process will be developed that is consistent with the public involvement administrative guidelines described herein and federal metropolitan transportation planning requirements.

5.1.3. Regardless of whether the ORTP is completed primarily by a consultant or by OahuMPO staff, OahuMPO will have primary responsibility for the development and implementation of an ORTP public outreach process.

a. This process will provide early and continuous public involvement, notably at project milestones.

b. The percentage of the entire ORTP work effort that should be designated for the public outreach process should be no less than 20%.

Figure 2:
Public Involvement in the
Oahu Regional Transportation Plan (ORTP)



c. The public outreach process will identify potential public involvement strategies and survey instruments to solicit input from Title VI and Environmental Justice populations; groups who have been traditionally underserved by existing transportation (e.g., young, elderly, disabled, freight movers, etc.); and the "silent majority" who do not attend public meetings.

d. The public outreach process will identify all consultant tasks that would require public involvement and/or outreach and the public involvement strategy(ies) that would best meet the objectives of each task.

e. The public outreach process will identify appropriate visualization techniques to describe the ORTP and its various components.

5.1.4. A subcommittee of the CAC will be formed to assist OahuMPO in the development and implementation of a public outreach process.

a. The subcommittee will meet with OahuMPO throughout the development and implementation of the ORTP public outreach process.

b. The subcommittee will have the opportunity to review and comment on various work products supporting the public outreach process.

5.1.5. OahuMPO will make presentations and give status reports about the development of the ORTP to the CAC throughout the project.

5.1.6. The procedures identified in Section 3.6 will be applied to the development of the ORTP.

5.1.7. Should the Policy Committee wish to act to endorse a final document that differs significantly from the public review draft, an additional opportunity for public comment will be provided prior to finalizing the ORTP.

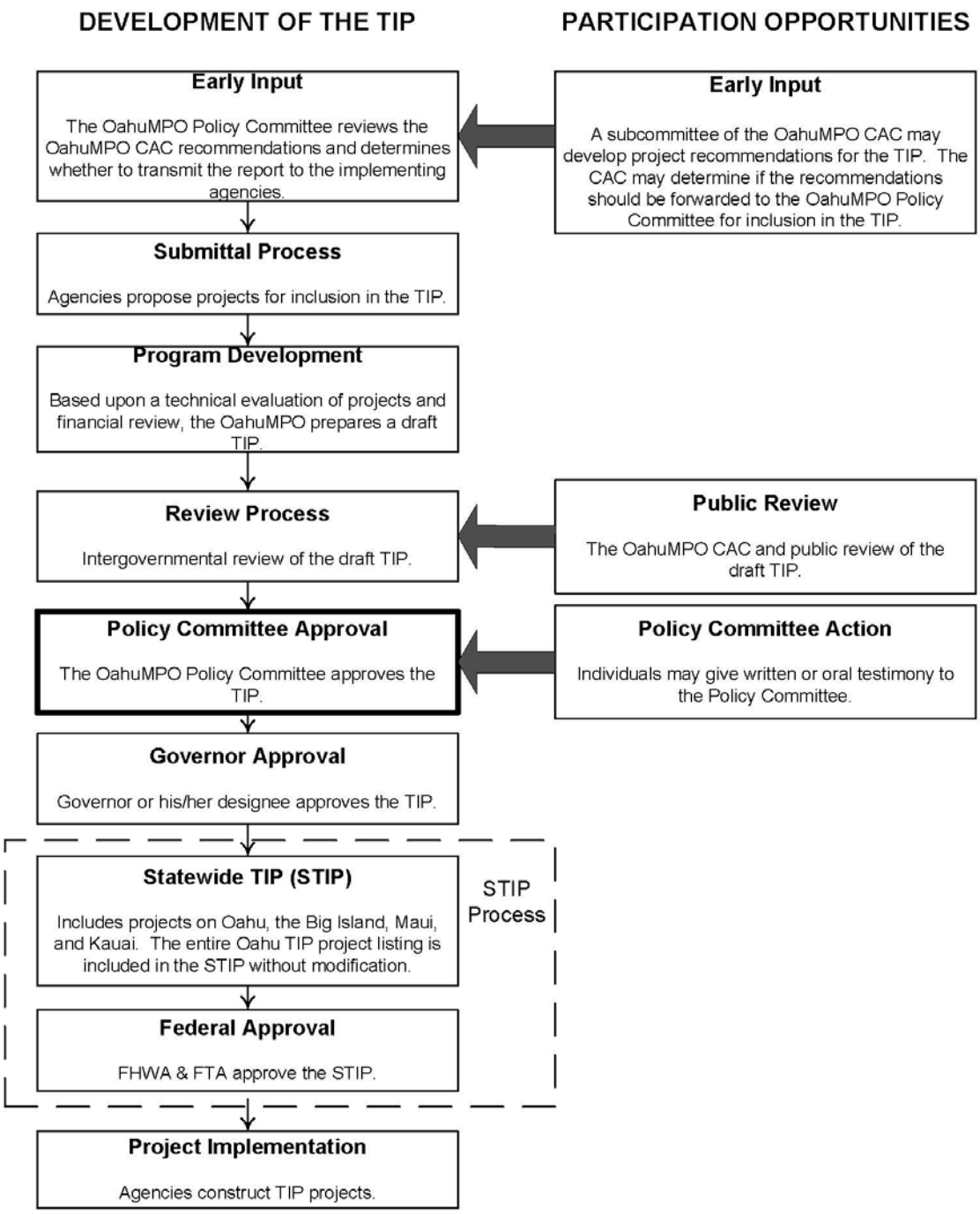
5.1.8. Significant written and oral comments received on the public review draft document and their disposition will be documented as part of the ORTP process.

5.2 TRANSPORTATION IMPROVEMENT PROGRAM

The following procedures, in conjunction with the public involvement administrative guidelines described in Part 3, shall be used to facilitate the timely development of the TIP. Participation opportunities in the development of the TIP are highlighted in Figure 2.

5.2.1. Prior to a "call for projects" to the agencies for input into the TIP, the CAC will be offered the opportunity to develop a list of recommended projects for inclusion in the TIP.

Figure 3:
Public Involvement in the
Oahu Transportation Improvement Program (TIP)



For example, in the past, the CAC formed a subcommittee to identify criteria for project selection and prioritization. They then reviewed the list of projects in the ORTP and the current TIP, and applied the criteria to produce a list of recommended projects.

5.2.2. The CAC's recommendations will be provided to the Policy Committee for their consideration in selecting projects for the TIP.

In the past, the Policy Committee has directed that the CAC's recommendations be transmitted to the implementing agencies for their consideration.

5.2.3. The procedures identified in Section 3.6 will be applied to the development of the TIP.

5.2.4. Should the Policy Committee wish to act to endorse a final document that differs significantly from the public review draft, an additional opportunity for public comment will be provided prior to finalizing the TIP.

5.2.5. Significant written and oral comments received on the public review draft document and their disposition will be documented as part of the TIP process.

5.2.6. The City and County of Honolulu is using the TIP public involvement process, as outlined in the Federal Highway Administration/Federal Transit Administration metropolitan transportation planning regulations (23 CFR 450/49 CFR 613), to satisfy the public hearing requirements for the Federal Transit Administration's Urbanized Area Formula Program (49 USC Section 5307) program-of-projects.

5.3 OVERALL WORK PROGRAM

The following procedures, in conjunction with the public involvement administrative guidelines described in Part 3, will be used to facilitate the timely development of the OWP. Participation opportunities in the development of the OWP are highlighted in Figure 3.

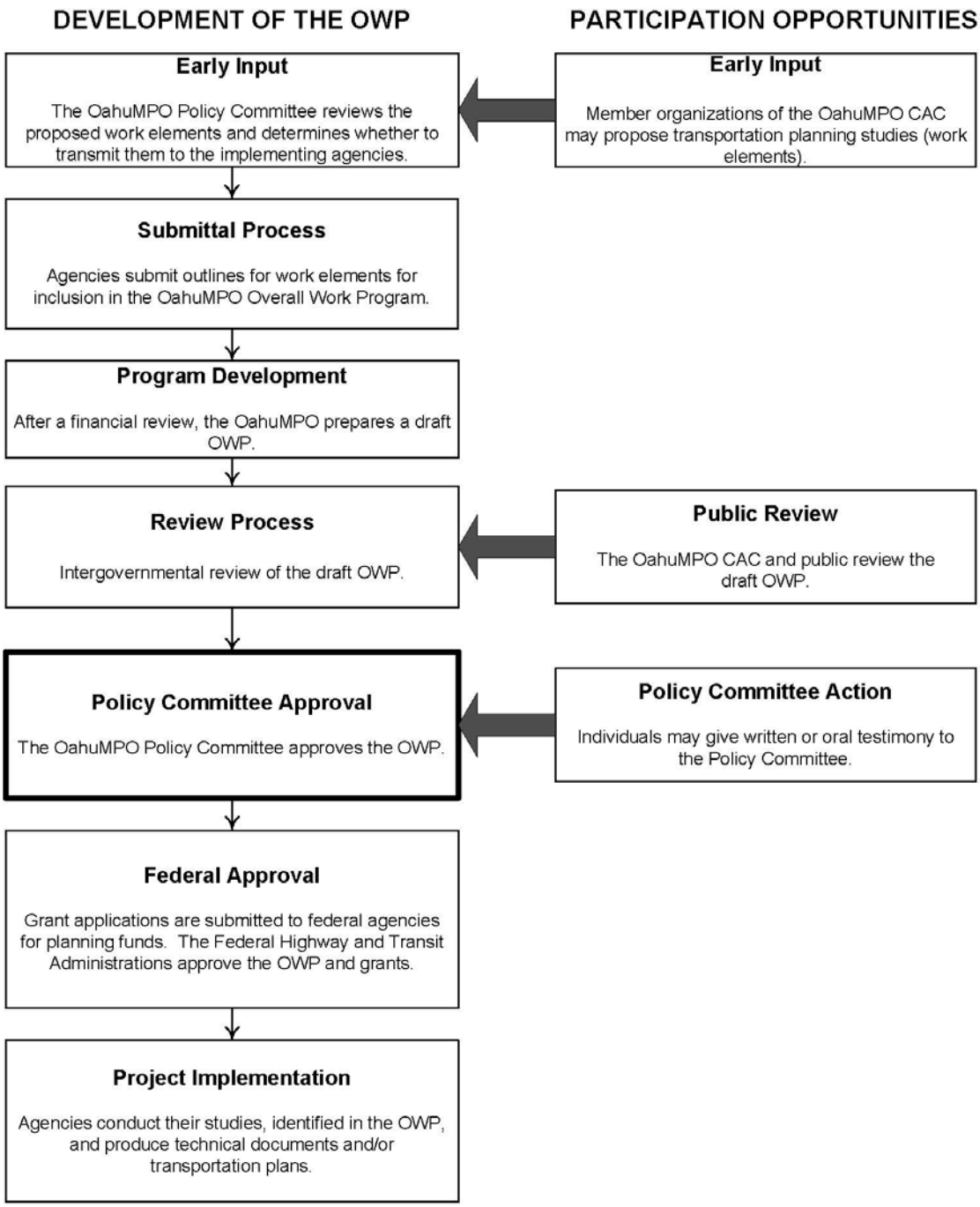
5.3.1. Prior to a "call for work elements" to the agencies for input into the OWP, the CAC will be offered the opportunity to suggest work elements for inclusion in the OWP.

5.3.2. The CAC's recommendations will be provided to the Policy Committee for their consideration in selecting work elements for the OWP.

5.3.3. The procedures identified in Section 3.6 will be applied to the development of the OWP.

Figure 4

Public Involvement in the
Overall Work Program (OWP)



APPENDIX A

BYLAWS OF THE CITIZEN ADVISORY COMMITTEE

APPROVED BY THE POLICY COMMITTEE ON 01/26/2009

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BYLAWS OF THE CITIZEN ADVISORY COMMITTEE

FOR THE
OAHU METROPOLITAN PLANNING ORGANIZATION

Approved by the
OahuMPO Policy Committee
on January 26, 2009

Amended by the
OahuMPO Policy Committee
February 22, 2011

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I. GENERAL PROVISIONS

A. Definition

The Citizen Advisory Committee, hereinafter referred to as the "CAC", for the Oahu Metropolitan Planning Organization, hereinafter referred to as the "OahuMPO", shall consist of non-governmental organizations and City and County of Honolulu neighborhood boards as approved for CAC membership by the Policy Committee. The CAC shall be broadly based, include minorities and disadvantaged groups, reflected through the composition of its member organizations, and have an interest in and concern for the transportation planning process.

B. Purpose

The CAC shall be a vehicle whereby public input can be solicited to advise the Policy Committee and the OahuMPO Executive Director on transportation planning issues in accordance with the OahuMPO Participation Plan; and a means of keeping citizen's groups and the public informed of the aims and progress of the cooperative, comprehensive, and continuing transportation planning process.

C. Non-Member Participation

Non-Member organizations and individuals may participate in all CAC activities without the privileges as stated in item *III. B. Member Organizations' Rights and Privileges*.

II. CAC MEMBERSHIP

A. Eligibility Requirements

1. To assure that organizations interested in applying for membership for the first time are committed to attending CAC meetings, such an organization shall earn at least four attendance credits within the twelve months prior to submitting a membership application.
2. Organizations applying for reinstatement following their removal from the CAC shall earn at least six attendance credits within the twelve months prior to submitting a membership reinstatement application.
3. Attendance credits earned during an organization's active membership shall not be applied toward reinstatement attendance requirements.

B. Earning of Attendance Credits

1. "Attendance Credit" shall be defined as credit earned by signing in for one organization at any regularly scheduled CAC meeting.
2. An organization may earn only one attendance credit at each meeting.
3. Should an individual sign in as the designated representative for more than one organization at the same meeting, attendance credit will only be awarded to one organization.
4. Member organizations shall not receive attendance credits if the person signing in for its organization is not said organization's designated representative, alternate, or presiding officer as stated in *Section III.A.1. Member Organizations' Responsibilities.*
5. Only organizations may earn attendance credits.

C. Membership Requests

1. Each organization seeking initial CAC membership shall submit to OahuMPO an official OahuMPO CAC Initial Membership Application form (provided by the OahuMPO staff). This form shall be accompanied by a cover letter printed on the organization's official letterhead, signed and dated by its presiding officer or authorized representative.
2. The completed initial application and cover letter must be sent to the OahuMPO office no later than two months after earning four OahuMPO attendance credits within a twelve-month period. The organization's appointment to the CAC shall become effective immediately following the Policy Committee's approval of said request.
3. Each organization seeking reinstatement as a CAC member shall submit to OahuMPO an official OahuMPO Membership Reinstatement Application form (provided by the OahuMPO staff). This form shall be accompanied by a cover letter printed on the organization's official letterhead, signed and dated by its presiding officer or authorized representative.
4. The completed Membership Reinstatement Application form and cover letter must be sent to the OahuMPO office no later than two months after earning six attendance credits within a twelve-month period. The organizations' reinstatement to the CAC membership shall become effective immediately following the Policy Committee's approval of the request.

5. Applications found to be incomplete will be returned to the originating organization, along with notification that the application was incomplete. The application must be completed and resubmitted before the request for membership will be processed. Any resubmitted application(s) must be received by the OahuMPO within the two-month period following the return of the original incomplete application submittal to the originating organization.

III. RULES AND PROCEDURES FOR MEMBER ORGANIZATIONS

A. Member Organizations' Responsibilities

1. The presiding officer or authorized representative of each member organization shall designate, in writing, a representative to serve on the CAC, and reaffirm its representative in writing at the beginning of each calendar year (from January 1 through December 31). Such designation must be received by the OahuMPO no later than 24 hours prior to the first regularly scheduled CAC meeting of the calendar year. If no designation is made prior to that meeting, the presiding officer of the member organization shall serve as the designated representative for said organization until notification identifying a designated representative is received by the OahuMPO.
2. The member organization's representative serving on the CAC, hereinafter referred to as "designated representative", shall be entitled to the rights and privileges of its member organization as stated in *Section III.B. Member Organizations' Rights and Privileges*.

3. Designation of an alternate(s) shall be subject to the same provisions as the designation of a member representative (See Section III.A.I). Designation of more than one alternate shall be in sequential order of authority to represent its member organization (i.e., alternate #1, alternate #2) and identified in writing to the OahuMPO.
4. In the absence of its designated representative, an alternate (in sequence), if available, shall serve as the designated representative for its member organization and shall be entitled to the same rights and privileges as the designated representative.
5. In the absence of its designated representative and alternate(s), the presiding officer of the member organization shall serve as the designated representative for said organization.
6. Any changes in member organization information, including the designated representative and alternate(s), shall be made by the presiding officer or authorized representative of the member organization and shall be sent to the OahuMPO in writing. The notification shall reach the OahuMPO office at least 24 hours prior to any meeting(s) for which the organization wishes to earn attendance credit(s) or exercise the organization's voting rights.
7. In order to retain CAC membership, each member organization shall earn attendance credits for participation in at least 50 percent or six, whichever is less, of the regularly scheduled CAC meetings during each calendar year.

8. If a member organization misses three consecutive regularly scheduled CAC meetings, they may be subject to being placed on probation by the Chair of the CAC at the next regularly scheduled meeting.
9. Member organizations that do not meet the attendance requirement as stated in Section III.A.7 during each calendar year will be placed on probation. The OahuMPO staff will notify organizations with deficient attendance of their probationary status at the conclusion of each calendar year.
10. Member organizations on probation must attend at least four regularly scheduled CAC meetings within the six months following probation notification to retain membership.
11. Member organizations on probation that fail to attend at least four regularly scheduled CAC meetings within six months of probation notification will be automatically removed from the CAC.
12. Designated representatives are responsible for reporting to and from their organizations regarding transportation matters and issues.
13. The CAC shall request and receive the approval of the Policy Committee or Executive Committee before testifying before a legislative body as representing the CAC. If said request is approved, the testimony shall be submitted to the Chair of the Policy Committee, through the OahuMPO Executive Director, for approval prior to being publicly released. The approved testimony shall reflect a majority opinion of the CAC membership. Nothing in these rules shall prevent a member organization from presenting independent testimony on behalf of its own organization without reference to its CAC affiliation.

14. The CAC shall not issue press releases.

B. Member Organizations' Rights and Privileges

1. Only member representatives may move and second formal motions, cast votes, serve on subcommittees of the CAC, and serve as CAC officers.
2. Each member organization shall be entitled to one copy, free of charge, of the following OahuMPO documents: the Oahu Regional Transportation Plan, the Transportation Improvement Program, and the Overall Work Program. The designated representative shall be given said document for its member organization.

C. Termination of An Organization's Membership

1. Member organizations may be terminated due to deficient attendance, as stated in *Section III.A.7-11, Member Organizations' Responsibilities.*
2. Member organizations may also be removed from the CAC at any time by the Policy Committee or by written request from the presiding officer or authorized representative of the member organization itself.

D. Officers and Their Duties

1. The officers of the CAC shall be a Chair and Vice Chair elected annually by the designated representatives. Each officer's term shall be for one calendar year. No member shall serve more than two consecutive years as Chair or more than two consecutive years as Vice Chair.

2. The election of Chair and Vice Chair will be scheduled for the first meeting of each calendar year, and may be rescheduled in subsequent meeting(s) until a Chair and Vice Chair are elected. Designated representatives will have the opportunity to cast their votes for each officer utilizing a roll-call voting system. The candidate receiving at least 50 percent of the votes cast will assume the position for which she or he was elected. In the event that no candidate receives the necessary number of votes to win the election, the two candidates receiving the highest number of votes will become the only candidates in the subsequent vote.
3. In the event that no Chair or Vice Chair has been elected at the adjournment of the first CAC meeting of the calendar year, the terms of the presiding officers shall be extended until such a time as new officers are elected.
4. The Vice Chair shall preside in the absence of the Chair. If both the Chair and Vice Chair are absent, the Chair, prior to the meeting, shall appoint a *pro tempore* officer from the CAC membership. If the Chair fails to designate a *pro tempore* officer, the members present may select a *pro tempore* officer either from the CAC membership or from the OahuMPO staff.
5. Should a vacancy occur in the office of the Chair, the Vice Chair shall complete the unexpired term of the Chair. The CAC shall then elect a successor to fill the unexpired term of the Vice Chair.
6. Should a vacancy occur in the office of the Vice Chair, the CAC shall elect a successor to fill the unexpired term.

7. The Chair shall have general supervision over the affairs of the CAC. The Chair shall perform such other duties which include, but are not limited to:
    a. Scheduling meetings as set forth in item *IV. Conduct of Business*.
    b. Preparing the agenda and notifying all members and interested parties.
    c. Opening all meetings at the appointed hour, calling all meetings to order, and adjourning all meetings.
    d. Conducting the meeting in accordance with the current edition of *Robert's Rules of Order* where *Bylaws of the CAC for the OahuMPO* are silent.
    e. Authenticating by his/her signature all acts of and doings by the CAC, when necessary.
    f. Attending and representing the CAC at Policy Committee meetings.
    g. Transmitting CAC views to the Policy Committee and the OahuMPO Executive Director.
    h. Receiving all CAC communications and presenting them to the CAC.
    i. Participating in Policy Committee meeting discussions, if so approved by the Policy Committee.
    j. Reporting relevant Policy Committee meeting discussions and actions to the CAC.
8. The Chair may designate members to represent the CAC in matters pertaining to the duties and functions of the CAC.
9. The Chair may appoint special or standing subcommittees as needed. (See Section IV.A.7)

IV. CONDUCT OF BUSINESS

A. Meetings

1. The CAC shall hold regular meetings at a day, time, and area of the island chosen by the Chair with consideration of the majority preferences of the CAC as determined by an annual written poll. The location for the meetings shall be arranged by the OahuMPO staff.
2. The presence of 30 percent of the total membership shall constitute a quorum and is required for any meeting of the CAC to be held.
3. The agenda shall be set, meeting notifications shall be posted, and meetings shall be conducted in accordance with the current edition of *Robert's Rules of Order*, only in cases where *Bylaws of the CAC for the OahuMPO* or Chapter 92 of the *Hawaii Revised Statutes* and applicable laws are silent.
4. The agenda for each meeting shall be set by the Chair in consultation with the OahuMPO Executive Director.
5. The agenda may be modified by a vote of two-thirds of the entire membership.
6. Agenda items may be proposed by any member organization for consideration by the CAC Chair.
7. Subcommittees of the CAC may be formed either by the Chair's designation or by a motion approved by the CAC. Subcommittee membership shall be less than a quorum of the total CAC membership. Participation and voting privileges are extended only to designated representatives of member organizations, as stated in *Section III.B Member Organizations' Rights and Privileges.*

8. Special meetings of the CAC may be called at any time by the Chair or by a majority of the total membership. Notice of said meeting shall be made in accordance with the requirements of Chapter 92 of the *Hawaii Revised Statutes* and applicable laws.
9. The CAC shall promote full participation through discussion by members of the public, as well as by member organizations. In order to provide for the orderly conduct of a meeting, persons wishing to present lengthy statements of position on agenda items shall notify the CAC Chair of their intention in advance. Statements should be to the point and as brief and clear as possible. At the discretion of the CAC Chair, statements on non-agenda items that have pertinence to CAC activities may be accepted after all other agenda items have been covered or may be placed on a subsequent meeting's agenda.
10. Persons wishing to distribute relevant materials at a CAC meeting should indicate their intention to the CAC Chair within a reasonable amount of time prior to the start of the meeting. Materials having no immediate pertinence to the CAC activities shall not be distributed at a CAC meeting.
11. All CAC meetings shall be open to the public.

B. Voting Procedures

1. Only designated representatives may move and second formal motions, and cast votes.

2. Each member organizations having a designated representative present at a meeting of the CAC shall be allowed one vote on each issue. A concurrence of the majority of the votes cast shall be necessary to make any action of the CAC valid. A quorum, as identified in *Section IV.A.4 Conduct of Business,* must be present when a vote is taken. Abstentions shall not be counted as a vote.

C. Minutes

1. Minutes shall be kept for all meetings and distributed in accordance with Chapter 92 of the *Hawaii Revised Statutes*.
2. Copies of the approved minutes shall be made available to the public at the business office of the OahuMPO as stated in the OahuMPO *Office Policy Regarding Duplication and Distribution of Meeting Materials.*

V. AMENDMENTS

A. Bylaws Amendments

1. The CAC may recommend amendments to the *Bylaws of the CAC for the OahuMPO* to the OahuMPO Policy Committee.
2. The *Bylaws of the CAC for the OahuMPO* may only be amended by the Policy Committee.

VI. RULES OF ORDER

A. Parliamentary Authority

The current edition of *Robert's Rules of Order* shall govern only in cases where the *Bylaws of the CAC for the OahuMPO* or Chapter 92 of the *Hawaii Revised Statutes* are silent.

This report was funded in part through grants from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation. The views and opinions of the agency expressed herein do not necessarily state or reflect those of the U. S. Department of Transportation.