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IN REPLY REFER TO:

HWY-TO 25-2.0348

STATE OF HAWAII | KA MOKU'ĀINA 'O HAWAII  
DEPARTMENT OF TRANSPORTATION | KA 'OIHANA ALAKAU  
869 PUNCHBOWL STREET  
HONOLULU, HAWAII 96813-5097

November 3, 2025

Ms. Abbey Seitz, Chairperson  
Safe Routes to School Advisory Committee  
Hawaii Department of Transportation  
869 Punchbowl Street  
Honolulu, Hawaii 96813

Dear Ms. Seitz:

Subject: Additional Information Regarding Request to Expend Funds from the  
Safe Routes to School (SRTS) Program Special Fund for SRTS Program Coordination

The Hawaii Department of Transportation (HDOT) provides the following supplemental information to our request HWY-TO 25-2.0310, dated October 6, 2025, to expend funds from the SRTS program special fund for SRTS program coordination for the remainder of fiscal year (FY) 2026, FY 2027 and FY 2028. This additional information was requested by various members of the SRTS advisory committee and a guest during a SRTS advisory committee meeting on October 28, 2025.

#### Scope of Work for Staff Labor – SRTS Coordinator

The HDOT SRTS program coordinator position was assumed to be 0.5 full-time equivalent and will be responsible for the following scope of work. The activities outlined below reflect the duties currently performed by or coordinated by, or anticipated to be performed by or coordinated by, the HDOT SRTS program coordinator. As the process for soliciting and selecting projects for funding continues to evolve, and with a statewide SRTS plan yet to be developed, this scope of work is subject to change.

- The HDOT SRTS program coordinator shall serve as the central point of contact for the SRTS program established within HDOT to enhance traffic safety around Hawaii's schools, enable and encourage children to walk and bicycle to school, and make bicycling and walking to school a safer and more appealing transportation alternative as required by Hawaii Revised Statutes (HRS) 291C-3(b).
  - For SRTS inquiries concerning areas under HDOT's jurisdiction, respond directly or coordinate an appropriate response.

- For SRTS inquiries concerning areas outside of HDOT's jurisdiction, refer the matter to the appropriate county or entity, if known.
- For SRTS inquiries concerning areas partially under HDOT's jurisdiction, coordinate with the appropriate county or entity, if known.
- For SRTS inquiries concerning areas partially under HDOT's jurisdiction, coordinate with the appropriate county or entity, if known.
- Upon request, provide general information to interested schools and communities about how to start a SRTS program and access available resources.
- For other non-infrastructure inquiries, refer the matter as appropriate, either within or outside HDOT.
- HDOT shall be responsible for developing and publishing SRTS goals and performance measures in coordination with the SRTS advisory committee as required by HRS 291C-3(a).
  - Pursuant to HRS 291C-6(b)(1)(A), the SRTS advisory committee shall develop a comprehensive, statewide SRTS plan that includes goals, strategies and performance metrics that ensure accountability for improving safety, active transportation mode share, community investment in supportive programming, and infrastructure quality. HDOT will assist the SRTS advisory committee in developing these goals and performance metrics for the statewide SRTS plan.
  - After the SRTS advisory committee completes the statewide SRTS plan, HDOT shall consider goals and performance metrics in the statewide SRTS plan, and develop SRTS goals and performance measures for HDOT adoption.
  - HDOT shall publish adopted SRTS goals and performance measures on the HDOT website.
- HDOT shall provide technical assistance to counties and communities in support of projects and programs that advance state and county goals as required by HRS 291C-3(a).
  - HDOT shall participate in activities such as walk audits and the development of SRTS plans when areas under HDOT jurisdiction are affected and participation is requested by a school or community.

- HDOT shall provide additional assistance to counties and communities as requested and as HDOT deems appropriate, and respond to inquiries from counties and communities.
- HDOT shall expend funds from the SRTS program special fund, in coordination with the SRTS advisory committee, to support the implementation of the SRTS program plan and related projects as required by HRS 291C-3(d). The following outlines the general process and HDOT's scope of work based on requirements from the first round of advisory committee project recommendations. However, this process is ongoing and may be modified as needed in the future.
  - Review the list of projects recommended by the SRTS advisory committee to be funded by the SRTS program special fund.
  - Notify counties and other organizations of the projects HDOT is interested in funding and coordinate with them to obtain and/or refine project name, scope and location map(s) for each project.
  - Conduct internal HDOT coordination to review and evaluate project information received from counties.
  - Notify counties or other organizations of the projects HDOT would like to fund.
  - Coordinate with counties and other organizations to establish and implement a process to transfer funds from the SRTS program special fund.
  - Draft and execute intergovernmental agreements before funds are transferred if necessary.
- HDOT shall conduct additional coordination activities as necessary and appropriate to support the goals and implementation of the SRTS program.
  - Respond to inquiries and requests from the SRTS advisory committee chair and members.
  - Assist the SRTS advisory committee by setting up committee meetings. This includes coordinating with others at HDOT, reviewing meeting notices and agendas, requesting to post these to the state public meetings calendar and filing with the Office of the Lieutenant Governor.
  - Review meeting presentations or materials when requested by the SRTS advisory committee chair.

- Review and coordinate revisions to the portion of the HDOT website used by the SRTS advisory committee when requested by the SRTS advisory committee.
- Coordinate scope and other information needed for HDOT to procure a professional services contract to assist the SRTS advisory committee to develop a statewide SRTS plan, as requested by the SRTS advisory committee. Once a contract is procured, coordinate project assignment orders, approval of invoices and other administrative tasks for this contract.
- Coordinate and provide information for budget requests and requirements.

#### Scope of Work for Staff Labor – Other Staff

Support from HDOT staff other than the program coordinator is necessary to accomplish the following scope of work. The activities outlined below reflect the duties currently performed by, or anticipated to be performed by, other HDOT staff. Any expansion of this scope beyond what is described may require additional funding beyond the amount currently requested.

- The HDOT Public Affairs Office shall post the SRTS advisory committee's meeting recordings to HDOT's YouTube channel when requested by the HDOT program coordinator.
- The HDOT Public Affairs Office shall post the SRTS advisory committee's meeting notices and agendas to the state public meetings calendar when requested by the HDOT program coordinator.
- The HDOT Computer Systems and Services Office shall make revisions to the portion of the HDOT website used by the SRTS advisory committee when requested by the HDOT program coordinator.
- The Highways Technical Design Services Office shall procure a professional services contract to assist the SRTS advisory committee in developing a statewide SRTS plan, as requested by the SRTS advisory committee. Once a contract is procured, this office shall execute project assignment orders, process invoices and other administrative tasks for this contract.

#### Staff Non-Labor – Equipment, Travel, Printing/Publications

Funds for staff non-labor expenses are requested to cover costs associated with equipment, travel, printing and publications. Equipment may include office supplies and materials necessary to support walk audits or in-person meetings if required to fulfill the scope of work. Travel may be for conference or training attendance, as well as for travel by the HDOT program coordinator

and/or other HDOT staff to neighbor islands, when necessary, to respond to or coordinate responses to SRTS inquiries. Printing costs may include materials needed for walk audits, site visits, or in-person meetings. Publications may include design manuals, guidance documents, or other resources necessary to support the HDOT program coordinator.

Other

Funds for additional miscellaneous expenses are also requested to account for unforeseen non-labor costs that may arise as the SRTS program and its activities continue to develop.

Five Percent Central Services

HRS 36-27 requires that the director of finance, for the purposes of defraying the prorated estimate of central service expenses of government in relation to all special funds, shall deduct five percent of all receipts of all special funds except those funds listed in HRS 36-27. This five percent surcharge applies to the SRTS program special fund. Therefore, we request to expend funds from the SRTS program special fund to pay this central services surcharge that HDOT incurs because of the SRTS program special fund.

We appreciate the SRTS advisory committee's consideration of our request and review of this additional information provided.

If there are any questions, please contact Tara Lucas, HDOT SRTS Coordinator, Traffic Branch at (808) 692-7696 or by email at [saferroutestoschool@hawai.gov](mailto:saferroutestoschool@hawai.gov).

Sincerely,

EDWIN H. SNIFFEN  
Director of Transportation