

LOCAL PUBLIC AGENCY STAKEHOLDER PARTNERING TEAM CHARTER

Purpose

As a recipient of federal-aid funds, the Michigan Department of Transportation (MDOT) is responsible for ensuring that federal-aid funds are expended in accordance with all applicable federal laws, regulations, orders, and policies. The state is not relieved of this responsibility when it designates a local public agency (LPA) to build a state road or bridge. Section 106(g) of title 23, United States Codes (U.S.C.), makes the state responsible for determining that subrecipients of Federal-aid funds have adequate project delivery systems for federal-aid projects and have sufficient accounting controls for proper management of such federal funds.

The purpose of this Local Public Agency Stakeholder Partnering Team Charter is to bring together the Federal Highway Administration Michigan Division Office (FHWA Division), the MDOT, and the LPAs within Michigan that may be empowered to cooperate with the state in the delivery of federal-aid projects to navigate and mitigate or streamline the complexities of the federal-aid highway program requirements to more successfully deliver projects.

This charter describes the mission, objectives, and roles and responsibilities of the Stakeholder Partnering Team members. Together, members identify state and LPA program-level issues, and they review and refine state and LPA project development processes to address those issues. They work on solutions through a defined decision-making process, plans for action, and follow-up.

Mission

The mission of the LPA Stakeholder Partnering Team is to be a quick-moving work group to identify state and LPA program-level compliance and oversight issues, and to review and formulate improvements to processes and procedures within the confines of applicable federal law, rules, orders, and policies, and to ultimately streamline the delivery of federal-aid projects within the state.

Objectives

The objectives of the LPA Stakeholder Partnering Team are as follows:

- Identify and address continuing and emerging issues at the state and LPA levels related to the administration of the LPA program;
 - Create sub-teams to discuss issues and/or implement solutions identified.
 - Include other partner representatives, as needed.
- Understand the perspectives of each agency related to the management of the LPA program;
- Provide input and share information about state and LPA changes to processes related to the programming and delivery of LPA projects;
- Promote trust, transparency, integrity and consistency while maintaining flexibility in the delivery of the federal-aid highway program;

- Improve and streamline the delivery of projects carried out by LPAs;
- Timely resolution of issues and rapid purposeful communication of decisions;
- Promote LPA ownership of projects and delivery schedules; and
- Efficiently use federal, state, and local public agency staff resources.

Membership, Roles, Team Leader and Membership Term

Membership and Roles:

The members of the LPA Stakeholder Partnering Team are:

FHWA Division Office Representation: FHWA Division Office representation will be a liaison with overall federal-aid program knowledge including but not limited to stewardship and oversight requirements, and financial requirement and responsibilities. The Division Office representative’s primary role is to serve as a technical advisor on the federal-aid project delivery requirements including the state and LPA stewardship and oversight requirements. The Division Office representative also serves as an advocate for the partnering process and to encourage state and LPA participation. The technical assistance role includes listening and advising the state and LPA as they develop options for improving project delivery and program compliance. The FHWA Division Office representative will be the assistant division administrator, or their designee.

Michigan Department of Transportation (MDOT) Representation: State representation should include staff familiar with the State Local Program (such as a manager, coordinator, or team leader); district or region representative(s) to include design and construction specialists. The MDOT representative will be the bureau director of development, or their designee.

Local Public Agency Representation: LPA representation should include members of the metropolitan planning organization (MPOs); members of the American Public Works Association (APWA); and members of the National Association of County Engineers (NACE). Other potential members can include, as appropriate, representation from other “quasi-governmental entities,” like port authorities, water districts, public utilities, council of governments (COGs), municipal leagues, etc. The LPA representatives will be the County Road Association (CRA) of Michigan, the Michigan Municipal League and up to three geographically/demographically diverse representatives from each association, or their designee.

Team Sponsors

The members of the LPA Stakeholder Partnering Team representing FHWA, MDOT, CRA, and MML shall serve as co-sponsors of the team. Sponsors include FHWA assistant division administrator, MDOT Bureau of Development director, CRA director, MML representative.

Team Leaders

A member of the state DOT shall serve as team leader of the LPA Stakeholder Partnering Team. Co-team leadership may be considered through agreement of the state DOT and LPA partnering team members and the team leader. Co-team leader representatives will be the MDOT Local Agency Program engineer, FHWA LPA program manager and CRA/MML engineer.

The Co-team leaders will be responsible for developing the agenda for each meeting.

- A solicitation for topics will be sent out at least two weeks before the date of the next scheduled meeting. The Co-team leaders will distribute the final agenda to the Stakeholder Partnership Team members one week before the date of the next scheduled meeting.

Membership Term

Membership on the LPA Stakeholder Partnering Team shall be at the discretion of the team sponsors.

Guiding Principles

The following general operating principles will guide the meetings of the LPA Stakeholder Partnering Team.

- The objectives of the LPA Stakeholder Partnering Team will be best achieved by relationships among members characterized by respect for other viewpoints, active participation, open communication and honest feedback in LPA Stakeholder Partnering Team meetings.
- All team members agree that it is the responsibility of all members to work toward the common objectives of the LPA Stakeholder Partnering Team.
- LPA Stakeholder Partnering Team members will:
 - Make every effort to attend all meetings;
 - Come prepared to discuss topics and convey how the issues are directly affecting their ability to deliver federal-aid projects. This may involve reaching out to counterparts prior to the meeting;
 - Team members and sponsors are expected to both gather and share information across member groups;
 - Ask questions and seek clarification to ensure they fully understand other's interests, concerns, and comments;
 - Regard disagreements as problems to be solved;
 - Realize that consensus may not be achievable but be willing to move forward with a clear sense of next steps;
 - When consensus is reached, members agree to support decisions made;
 - Include potential solutions when identifying areas of concerns or problems; and
 - Understand that silence is acceptance.

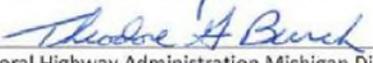
Discussion Topics

Issues involving federal statutory, regulatory, or policy requirements may be offered as topics for discussion where there is a need to discuss the purpose of the requirement, its applicability,

and implementation procedures. The primary areas of discussion should be state and LPA administration of locally-administered projects and how to best achieve the objectives of the LPA Stakeholder Partnering Team.

Meetings, Minutes, Other Rules and Procedures

- Stakeholder Partnering Team will revisit the charter for changes, as needed.
- Stakeholder Partnering Team meetings will be scheduled at least quarterly.
- Regular in-person meetings are encouraged. However, meetings may be held through other communication methods such as teleconferences and web-based conferencing.
- Meeting minutes should be prepared and maintained as matter of public record at the website: TBD.
- The LPA Stakeholder Partnering Team may by consensus establish additional rules and procedures for conducting team meetings.
- Stakeholder Partnering Team action items will be tracked via meeting minutes.

 Michigan Municipal League	<u>6-6-17</u> Date
 County Road Association of Michigan	<u>6-6-2017</u> Date
 Michigan Department of Transportation	<u>6-6-17</u> Date
 Federal Highway Administration Michigan Division	<u>6/6/2017</u> Date