

Oahu Metropolitan Planning Organization



Annual Report for State Fiscal Year 2016 **July 1, 2015 through June 30, 2016**

Report to the Legislature of the State of Hawaii
(Hawaii Revised Statutes § 279D)

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Introduction and Authority

The Federal Surface Transportation Assistance Act of 1973 (see Code of Federal Regulations [Chapter 23 Part 450](#)) required the formation of a metropolitan planning organization (MPO) for any [urbanized area](#) with a population greater than 50,000. Those municipalities with a population greater than 200,000 are further designated as a Transportation Management Area (TMA). OahuMPO is a TMA.

OahuMPO was designated by the Governor effective June 17, 2015. The [Designation Agreement](#) was signed by the Governor of the State of Hawaii and Chairperson of the City Council of the City and County of Honolulu. [Act 132, Session Laws of Hawaii 2015](#) repealed Section 279E of the Hawaii Revised Statutes (HRS) and conforms to and is consistent with the requirements of Title 23 United States Code Section 134, Title 49 United States Code Section 5303, and 23 Code of Federal Regulations Subpart C. The Act was signed by the Governor on June 19, 2015 and became effective on July 1, 2015.

Act 132, Session Laws of Hawaii 2015, which has since been codified as HRS § 279D, requires the Oahu Metropolitan Planning Organization (OahuMPO) to “submit an annual report to the legislature of all activities conducted by the organization during the year immediately preceding the submission of the report.”¹

Oahu Metropolitan Planning Organization, commonly called OahuMPO, is responsible for coordinating a comprehensive, cooperative, and continuing (3-C) transportation planning process. By federal regulation² the Oahu MPO is its Policy Board, which is served by an appointed Executive Director and staff as well as advisory committees. The Policy Board is the decision-maker on the use of federal-aid transportation funds on Oahu. Participating agencies include the City and County of Honolulu, the State of Hawaii, and the Honolulu Authority for Rapid Transportation (HART). This report is a summary of all staff activities for Fiscal Year 2016, which was from July 1, 2015 through June 30, 2016.

Major Accomplishments and Progress:

- All three tiers of Corrective Actions issued by USDOT have been satisfied;
- Five of Nine staff positions are currently filled;
- Significant progress has been made to correct three of the eight FY 2015 Single Audit findings;
- Code of Conduct and Ethics Policies have been approved for the Board, staff, and committees;
- Transportation Alternatives Program (TAP) projects have been programmed;
- Sub-award Terms have been issued to the City and County of Honolulu (2 CFR 200); and
- the OahuMPO’s first sub-regional transportation study is underway in Central Oahu.

¹ See HRS 279D-5(c)

² See 23 CFR 450.104 / 23 U.S.C. 134(d)

Administration

PROGRAM ADMINISTRATION & SUPPORT (301.01-16)

- Specified as Tier 1 Corrective Actions in the 2014 Federal Certification Review, OahuMPO and its participating agencies:
 - Coordinated with the State Legislature, Honolulu City Council, the City's Department of Transportation Services, the Honolulu Authority for Rapid Transportation, and Hawaii Department of Transportation during the 2015 legislative session to repeal HRS § 279E and enact a bill that would meet the federal statutes and regulations cited above
 - Drafted a new Comprehensive Agreement that became effective July 1, 2015, which was approved by the Governor, the Chair of the Honolulu City Council, and the Chief Executive Officer of the Honolulu Authority for Rapid Transportation
 - Developed bylaws for the Policy Board, the Executive Committee, and the Technical Advisory Committee that were approved by the Policy Board
 - With assistance from the City and County of Honolulu's Council, its Department of Transportation Services, Department of Planning and Permitting, Department of Emergency Management, Department of Facility Maintenance, Department of Design and Construction, and Corporation Council; the Hawaii Department of Transportation, State Office of Planning, and Department of the Attorney General, developed and coordinated approval of both Finance and Data Sharing Supplemental Agreements
 - With assistance from the Hawaii Department of Transportation and State Attorney General's office, developed and coordinated the approval of new Administrative Supplemental Agreement
 - With OahuMPO staff, the Technical Advisory Committee, and consultant assistance, developed and coordinated the approval of new Process and Procedures documents for the Oahu Regional Transportation Plan, Transportation Improvement Program, Congestion management Process, Data List, Title VI/Environmental Justice, and Public Participation Plan
- Met with new Policy Board and Technical Advisory Committee members to provide "educational sessions" per committee bylaws so that they received voting rights
- Provided refresher "educational sessions" Policy Board and Technical Advisory Committees
- Developed and tracked committee voting rights certification
- During the fiscal year, there was significant staff turnover, including positions of the Executive Director, Transportation Planner, Community Planner, Data Analyst, and Accountant; in some cases, new hires resigned during the fiscal year as well and, as of this writing, the Executive Director is interim, and the Transportation Planner and Clerk positions are vacant; recruiting is ongoing
- Prepared for and attended nine Policy Board meetings, including assisting the Chair in establishing the agenda, developing meeting materials and handouts, and preparing PowerPoint presentations
- Prepared for and attended 13 Technical Advisory Committee (TAC) meetings, including developing agendas with the Chair, and preparing meeting materials and handouts as well as preparing PowerPoint presentations
- Updated position descriptions for the Transportation Planner, Community Planner, Planning Analyst, and Accountant; received resumes; corresponded with candidates to keep them informed of progress toward hiring; coordinated evaluation committees for reviewing resumes; negotiated with top ranked candidates; coordinated with HDOT-PER regarding hiring of top candidates;
- Solicited for, interviewed, and hired a Community Planner, a Transportation Planner, a Planning Analyst, and an Accountant
- Staff members completed Hawaii State Procurement Office training and received procurement delegation, purchasing authority, and delegated p-Card holder and user status
- Reviewed FTA Grants for HART and DTS and created concurrence letters; coordinated with the partner agency and FTA to respond to issues and questions
- Maintained accurate timesheets and progress reports

OahuMPO's Designation, Comprehensive Agreement, Sub-Agreements, Policies and Procedures, and Bylaws can be reviewed here: <http://www.oahumpo.org/resources/publications-and-reports/>

GENERAL TECHNICAL ASSISTANCE & PLANNING SUPPORT (301.02-16)

Staff attended the following meetings and/or engaged in the following activities:

- Attended HDOT Sustainable Transportation Forum meetings
- Attended executive briefing on Federal traffic monitoring guide
- Attended meeting the FHWA on the Local Public Agencies agreement and processes
- Coordinated with MauiMPO and provided information to them on our corrective actions, draft documents, etc.; responded to requests for other information from them
- Attended H-1 Corridor Study Technical Committee meetings and provided HDOT with comments on drafts
- Prepared for and attended Nanakuli Town Hall meeting on transportation
- Met with City Council Member's Office regarding Waianae coast traffic solutions
- Provided comments and statistics to the Star Advertiser
- Prepare North Shore traffic data by constituent request
- Attended HDOT-SubSTAC meetings
- Participated as a member of the transportation advisory group for the City's Age-Friendly City initiative
- Met with consultants regarding revenue forecasting models
- Met with HART staff to discuss ongoing OahuMPO/HART coordination and cooperation
- Attended meeting with EPA regarding the State's clean energy goals

OVERALL WORK PROGRAM (301.03-16)

- Developed the FY 2017 Overall Work Program compliant with federal corrective action requirements; approved by Federal Highway Administration and Federal Transit Administration on July 8, 2016
- Developed and processed administrative revisions to the FYs 2015-2016 OWP
- Developed updated OWP Process and Procedures document
- Completed FY 2015 Annual reports to Federal Transit Administration and Federal Highway Administration
- Developed the FFY 2015 Title VI and EJ Compliance Report
- Developed the FFY 2015 FTA Triennial Report
- Scheduled Policy Board consideration of eleven sub-recipient work elements scheduled to be closed
- Closed two sub recipient work elements

The Overall Work Program is available for review at: <http://www.oahumpo.org/plans-and-programs/overall-work-program-owp/>

CITIZEN ADVISORY COMMITTEE (301.04-16)

- Supported ten CAC meetings
- Prepared for and attended bylaws sub-committee meetings
- Prepared for and attended complete streets sub-committee meetings

For more information regarding the CAC, please visit: <http://www.oahumpo.org/about-mpo/committees/citizen-advisory-committee/>

SINGLE AUDIT (301.05-16)

- Developed Federal Cost Principles Training for OahuMPO staff
- Developed draft code of conduct and conflict of interests policy for the Policy Board, OahuMPO staff, and members of the advisory committees
- Released Professional Services solicitation for Accountant to help with addressing audit findings
- Completed required audit findings action plan reports

OahuMPO's most recent audit can be reviewed at: <http://www.oahumpo.org/financial-audit-of-the-oahumpo-is-available/>

DISADVANTAGED BUSINESS ENTERPRISES (301.08-16)

- Kept records of payments to DBEs and filed requisite reports on DBE goals and performance
- Corresponded with HDOT's Civil Rights and DBE coordinators

PROFESSIONAL DEVELOPMENT (301.09-16)

- Three members of staff completed State Procurement Office procurement classes in order to ensure compliance with state procurement regulations and to qualify for procurement delegation
- Attended FTA Federal Grants Oversight Seminar in Seattle
- Attended ITE and APA monthly meetings on topics relevant to transportation planning
- Attended Green Infrastructure Workshop
- Attended the TRB's Conference on Innovations in Travel Modeling
- Participated in USDOT's Using FAF Data for Freight Planning Webinar
- Participated in the series of FHWA Office of Freight Management and Operations Talking Freight Webinar on the current status of the freight provisions from the Moving Ahead for Progress in the 21st Century Act (MAP-21)
- Participated in Transportation for America's The Innovative MPO Webinar and studied the accompanying manual
- Participated in the USDOT's Let's Talk Performance
- Participated in the FHWA Asset Management NPRM Webinar

COMPUTER AND NETWORK (301.10-16)

- Upgraded nine end of life cycle workstations
- Processed and followed up on user work tickets as submitted

Long Range Planning

CENSUS & OTHER DATA (301.13-16)

- Coordinated with the State's Office of Planning GIS department to host OahuMPO data on the State REST server for public access and explored then option to participate in the State's Enterprise Licensing Agreement with ESRI.
- Wrote policies and procedures for data and prepared database to store the data list.
- Established credentials to access FHWA's Travel Monitoring Analysis System
- Attended Census Workshops

FEDERAL PLANNING REQUIREMENTS (301.14-16)

- Met with FHWA/FTA regarding Federal corrective action plan implementation
- Attended FHWA sponsored trainings on 2 CFR 200

COMPUTER MODELING (301.15-16)

- Extended consultant contract to provide Travel Demand Forecasting Model (TDFM) support
- Prepared various work-orders for consultant
- Met with staff of the Department of Planning and Permitting to discuss Land-Use Model and issues with procurement of consultant to assist in fixing the model

OAHU REGIONAL TRANSPORTATION PLAN (301.16-16)

- Attended coordination meetings with HDOT

- Solicited for candidate projects from implementing agencies
- Sought comments on project categories, short and mid-range projects, and revenue forecasts from the Policy Board, TAC, CAC, intergovernmental agencies, and the members of the public
- Organized a working group to develop the travel demand model network and evaluate land use scenarios
- Met and coordinated with OahuMPO staff regarding development timeline and progress
- Reviewed draft existing conditions chapter
- Met and with OahuMPO staff regarding development timeline and progress
- Developed ORTP 2040 baseline project list
- Developed and disseminated letters and matrices regarding ORTP 2040 potential projects
- Revised the Draft ORTP 2040 based on public and intergovernmental comments, made presentations to the Policy Board and Advisory Committees, prepared a formal disposition of comments, and released the final approved ORTP 2040 to meet the FHWA Certification Review Tier 3 corrective action deadline

The ORTP 2040 can be reviewed at: <http://www.oahumpo.org/plans-and-programs/oahu-regional-transportation-plan-ortp/>

Short Range Planning

TRANSPORTATION IMPROVEMENT PROGRAM (301.17-16)

- Completed four modifications and two amendments to the TIP
 - Drafted TIP reports
 - Created maps for the TIP and interactive maps
 - Updated and checked financial worksheets for accuracy
 - Prepared website copy and files for our website including the TIP revision files and TIP “as of”
 - Created and mailed out correspondences to Policy Committee, Technical Analysis Committee, HDOT, DTS, HART, FHWA and FTA.
 - Did updates and edits to the Access database to update files for the TIP revisions.
 - Performed Title VI and EJ analysis when major revisions were done to the TIP
 - Created, reviewed, and disseminated schedules for major amendment
 - Drafted Title VI and EJ Compliance summary report for TIP
 - Prepared detailed schedule for each major TIP amendment
 - Worked on the Project Evaluation Criteria Update
 - Develop matrices for the project evaluation and review partner agency information
- Coordinated with direct recipients about revising the fiscal constraint tables to align with program apportionments
- Developed schedule for 2017 TIP Revisions
- Prepared FTA grant consistency letters
- Attended over-the-shoulder review and early coordination meetings with implementing agencies
- Reviewed HDOT’s LPA Guide
- Created a sample report to include TAP line item in the TIP
- Coordinated with HDOT, DTS, and HART on Semi-Annual Status Reports
 - Prepared the request letters and project matrices to be filled out by the Agencies.
 - Planned and prepared major edits to the Access database to update files for the updated Status report.
- Coordinated with partner agencies to meet grant deadlines or potential out-of-cycle revisions

The TIP can be reviewed at: <http://www.oahumpo.org/plans-and-programs/transportation-improvement-program-tip/>

TRANSPORTATION ALTERNATIVES PROGRAM (301.18-16)

- Met with HDOT, FHWA, DTS, and HART regarding TAP, reimbursement process, limits of the program, roles and responsibilities, and other issues/opportunities
- Reached agreement with HDOT to provide obligation authority (OA) for the 2017-2020 urban TAP
- Released second TAP-U call for projects

More information on the TAP can be found here: <http://www.oahumpo.org/plans-and-programs/transportation-alternatives-program/>

Consultant Supported Projects

OAHUMPO PLANNING PROCESS REVIEW (205.01-12)

- In addition to coordinating with the consultant on the development of first draft documents to address the Federal corrective actions, staff reviewed and provided comments on the final document deliverable and implementation plan. Final payment has been made to the consultant

The deliverables for this project can be reviewed at: <http://www.oahumpo.org/plans-and-programs/planning-process-review/>

CENTRAL OAHU TRANSPORTATION STUDY (202.02-14)

- Reviewed and ranked proposals from consultants
- Coordinated Selection Committee meeting date and time; reviewed and ranked proposals
- Checked references for proposers
- Developed contract and executed it
- Held project kick off meeting and began to review initial deliverables
- <http://www.oahumpo.org/projects/planning-studies/central-oahu-transportation-study/>

OAHUMPO PARTICIPATION PLAN EVALUATION (201.02-14)

- Composed and released Request for Proposals
- Coordinated Selection Committee meeting date; received, reviewed, and ranked proposals
- Checked references for proposers
- Held project kick off meeting and began to review initial deliverables

FARRINGTON HIGHWAY REALIGNMENT FEASIBILITY STUDY (202.04-15)

- Released request for Proposals, appointed evaluation committee, accepted recommendation, negotiated scope and fees, and made notice of award
- Need to executed contract and encumber funds with DAGS
- <http://www.oahumpo.org/projects/planning-studies/farrington-highway-realignment-feasibility-study/>

REVENUE FORECASTING, ORTP, AND CONGESTION MANAGEMENT PROCESS (202.03-14)

- Released 2016 Professional Services solicitation, appointed evaluation committee, accepted recommendation, negotiated with 1st ranked contractor. Need to review draft PAOs

TITLE VI/ENVIRONMENTAL JUSTICE MONITORING UPDATE (201.04-16)

- Released request for Proposals, appointed evaluation committee, accepted recommendation, negotiated scope and fees, made notice of award, executed contract, and encumber funds with DAGS.
- Held project kick off meeting and began to review initial deliverables
- <http://www.oahumpo.org/projects/planning-studies/title-vi-and-environmental-justice-monitoring/>

ACCOUNTING (301.05-17)

- Prepared 2016 Professional Services solicitation, appointed evaluation committee, accepted recommendation, negotiated scope and fees, made notice of award, drafted contract
- FY 2017 (039) funds have not been certified by DAGS
- Contract needs to be encumbered by the Department of Accounting and General Services (DAGS)

COMPUTER MODEL (301.15-14/17)

- Released request for Proposals, appointed evaluation committee, accepted recommendation, negotiated scope and fees
- FY 2014 (037) funds have not been certified by DAGS
- FY 2017 (039) funds have not been certified by DAGS
- Need to draft contract, post award, route for signatures, and encumber funds

DATA STUDY AND COMPUTER MAINTENANCE (201.16-17)

- Prepared 2016 Professional Services solicitation, appointed evaluation committee, accepted recommendation, negotiated scope and fees
- FY 2017 (039) funds have not been certified by DAGS
- Authorized an Onsite Initial Assessment of the existing computer configuration
- Need to draft contract, post award, route for signatures, and encumber funds

e-TIP AND PERFORMANCE DATA (301.17-17)

- Prepared 2016 Professional Services solicitation, appointed evaluation committee, accepted recommendation
- FY 2017 (039) funds have not been certified by DAGS
- Need to begin negotiation, draft contract, post award, route for signatures, and encumber funds

GENERAL PLANNING (301.14-16)

- Prepared 2016 Professional Services solicitation, appointed evaluation committee, accepted recommendation, negotiated scope and fees
- FY 2017 (039) funds have not been certified by DAGS
- Need to draft contract, post award, route for signatures, and encumber funds
- <http://www.oahumpo.org/plans-and-programs/planning-process-review/>

Sub Award Projects

City and County Department of Transportation Services

TANTALUS & ROUND TOP DRIVE BOUNDARY IDENTIFICATION STUDY (201.65-07)

- Project is managed by the City and County Department of Transportation Services
- Closed on July 1, 2016
- <http://www.oahumpo.org/projects/planning-studies/tantalus-round-top-drive-boundary-identification-study/>

EWA IMPACT FEES FOR TRAFFIC & ROADWAY IMPROVEMENTS UPDATE STUDY (203.75-09/14)

- Project is managed by the City and County Department of Transportation Services
- http://www.oahumpo.org/projects/planning-studies/ewa_impact_fee/

SHORT RANGE TRANSIT SERVICE OPERATIONS PLAN (203.77-09)

- Project is managed by the City and County Department of Transportation Services
- Closed on July 7, 2015
- <http://www.oahumpo.org/projects/planning-studies/short-range-transit-service-operations-plan/>

HONOLULU URBAN CORE PARKING MASTER PLAN (203.79-09)

- City and County Department of Transportation Services requested project close out
- Approved by Policy Board on October 17, 2016
- <http://www.oahumpo.org/projects/planning-studies/honolulu-urban-core-parking-master-plan/>

MAKAKILO TRAFFIC STUDY (203.80-10)

- Project is managed by the City and County Department of Transportation Services
- Scheduled for Policy Board consideration in January 2017
- http://www.oahumpo.org/projects/planning-studies/makakilo_traffic_study/

WEST WAIKIKI TRAFFIC STUDY (203.81-10)

- Project is managed by the City and County Department of Transportation Services
- Closed in 2016
- <http://www.oahumpo.org/projects/planning-studies/west-waikiki-traffic-study/>

SEPARATE LEFT-TURN PHASE ALTERNATIVES STUDY (203.82-11)

- Project is managed by the City and County Department of Transportation Services
- Scheduled for Policy Board consideration in March 2017
- <http://www.oahumpo.org/projects/planning-studies/separate-left-turn-phase-alternatives-study/>

VILLAGE PARK-KUPUNA LOOP SUB-AREA CORRIDOR STUDY (203.83-11)

- Project is managed by the City and County Department of Transportation Services
- Scheduled for Policy Board consideration in January 2017
- <http://www.oahumpo.org/projects/planning-studies/village-park-kupuna-loop-sub-area-corridor-study/>

WAIKIKI TRANSIT CIRCULATOR (202.84-11/14)

- Project is managed by the City and County Department of Transportation Services
- Closed on March 22, 2016
- <http://www.oahumpo.org/projects/planning-studies/waikiki-transit-circulator-study/>

TRAFFIC SIGNAL PRIORITIZATION METHODOLOGY (201.01-12)

- Project is managed by the City and County Department of Transportation Services
- Scheduled for Policy Board consideration in March 2017
- <http://www.oahumpo.org/projects/planning-studies/traffic-signal-prioritization-methodology/>

CONTRA-FLOW UPDATE STUDY (203.84-13)

- Project is managed by the City and County Department of Transportation Services
- Scheduled for Policy Board consideration in January 2017.
- <http://www.oahumpo.org/projects/planning-studies/contra-flow-update-study/>

COMPLETE STREETS IMPLEMENTATION PLAN (203.05-14)

- City and County Department of Transportation Services requested project close out
- Approved by Policy Board on October 17, 2016
- <https://www.honolulu.gov/dts/aboutus/trafficengineering/912-site-dts-cat/site-dts-te-cat/21842-completestreets.html>

KAPALAMA SUB-AREA MULTIMODAL CIRCULATION AND MOBILITY STUDY (202.05-15)

- Project is managed by the City and County Department of Transportation Services
- Sub-Award Terms have been issued

OAHU MASS TRANSIT JOINT FEASIBILITY STUDY (203.06-15)

- Project is managed by the City and County Department of Transportation Services
- Sub-Award Terms have not been issued

PM PEAK PERIOD TOW AWAY ZONE MODIFICATIONS (203.03-16)

- Project is managed by the City and County Department of Transportation Services
- Sub-Award Terms have not been issued

ITS ARCHITECTURE UPDATE (202.06-17)

- Project is managed by the City and County Department of Transportation Services
- Sub-Award Terms have not been issued

OAHU BIKE PLAN UPDATE (202.02-17)

- Project is managed by the City and County Department of Transportation Services
- Sub-Award Terms have not been issued

REVIEW AND UPDATE OF PLANNED RIGHTS-OF-WAY FOR EXISTING STREETS (203.02-17)

- Project is managed by the City and County Department of Transportation Services
- Sub-Award Terms have not been issued

City and County Department of Facility Maintenance

ROADWAY SURFACE CONDITIONS ASSESSMENT & REPAIR PLAN (202.01-13)

- Project is managed by the City and County Department of Facility Maintenance
- Scheduled for Policy Board consideration in March 2017

City and County Department of Emergency Management

EMERGENCY EVACUATION PLAN (206.01-12)

- Project is managed by the City and County Department of Emergency Management
- Approved by Policy Board on June 22, 2016
- <http://www.oahumpo.org/projects/planning-studies/emergency-evacuation-plan/>

OAHU COASTAL COMMUNITIES EVACUATION PLANNING PROJECT - PHASE 2 (206.02-17)

- Project is managed by the City and County Department of Emergency Management
- Sub-Award Terms have not been issued

Honolulu Authority for Rapid Transit

TRANSIT FARES SCENARIO MODELING (203.08-16)

- Project is managed by the Honolulu Authority for Rapid Transit