



Policies and Procedures Documents Revisions and Updates

PROPOSED STRATEGY FOR DISCUSSION

August 11, 2017
Honolulu Authority for Rapid Transportation
Board Room
Honolulu, Hawaii



Objectives

- Construction discussion for improving policies and procedures
- Set schedule for completion
- Fulfill agreement between OahuMPO and implementing agencies



Priorities

- Mandated by FY 2014 Federal Certification Review
 - Overall Work Program
 - Transportation Improvement Program
 - Oahu Regional Transportation Plan
 - Congestion Management Plan
 - Public Participation Plan
- Other areas requiring plans based on audits and/or new regulations
 - Subrecipient Monitoring
 - Performance Metrics
 - Transportation Alternatives Program
 - Accounting
 - Modeling
 - Title VI, Environmental Justice, & Disadvantaged Business Enterprise



High-Level Approach

- **OahuMPO**
 - Interviews staff of member agencies
 - Consolidates interview input and presents to TAC for validation
 - Revises existing and develops new documents, as appropriate
 - Presents to TAC for review and discussion
 - Finalizes changes based on TAC input
 - Presents to Policy Board for approval



Assumptions

- Documents approved for 2014 Federal Certification Review will serve as baseline
- OahuMPO
 - Will coordinate and collaborate with member agencies on schedules
 - Begin revision/development of a P&P document each month
 - Work on multiple documents will overlap
 - Training will be provided to all staff upon Policy Board approval; also, set a yearly refresher schedule



Notional Schedule

August 2017 <ul style="list-style-type: none"> • OWP 	September 2017 <ul style="list-style-type: none"> • Subrecipient Monitoring 	October 2017 <ul style="list-style-type: none"> • ORTP 	November 2017 <ul style="list-style-type: none"> • TIP
January 2018 <ul style="list-style-type: none"> • Public Participation Plan 	February 2018 <ul style="list-style-type: none"> • CMP 	March 2018 <ul style="list-style-type: none"> • TAP 	April 2018 <ul style="list-style-type: none"> • Performance Metrics
May 2018 <ul style="list-style-type: none"> • Accounting 	June 2018 <ul style="list-style-type: none"> • Modeling 	July 2018 <ul style="list-style-type: none"> • Title VI / Environmental Justice 	August 2018 <ul style="list-style-type: none"> • Disadvantaged Business Enterprise

Estimate ~90 days to update/revise and have TAC review and approval for each set of processes and procedures



Oahu MPO

Questions & Answers