

## MEMORANDUM

TO: Technical Advisory Committee

FROM: Randolph Sykes  
Planning Program Manager

DATE: January 13, 2017

### **Update on Policies and Procedures**

The Policies and Procedures under which the OahuMPO and its participating agencies operate were approved by the Policy Board and confirmed by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) as part of the FY2014 Federal Certification Review. Updates to those Policies and Procedures was slated to begin earlier this year with those for the Transportation Improvement Program (TIP) being the first to be addressed based upon the recommendation of the Technical Advisory Committee (TAC).

At that TAC meeting, the understanding was that the Policies and Procedures for the TIP would be in place for the forthcoming FY2019-FY2022 update. This has proved to be a far larger task than anticipated and, as a result, the currently approved Policies and Procedures will remain in place for the FY2019-FY2022 update.

Without the knowledge of or consultation with OahuMPO or Maui MPO, the Hawaii Department of Transportation (HDOT) recently issued a draft of Standard Operating Procedures (SOPs) for the Statewide Transportation Improvement Program. Since the TIPs of both MPOs are to be incorporated into the STIP without change, this presents two issues that we are currently working through with both FHWA/FTA, Maui MPO, and HDOT:

1. While there is a difference between Policies and Procedures and SOPs, they need to work cooperatively in order that operations of the program are consistent and provide the intended outcomes. OahuMPO is currently reviewing both documents to ensure they are in alignment with regard to procedure and consistency with policies.
2. Part of the 3-C process makes it necessary for these updates to the Policies and Procedures to be done in a transparent way and OahuMPO was preparing to work with the TAC to ensure agreement, consistency, and comprehensiveness across all participating agencies. The unilateral work done on the TIP SOPs by

HDOT presumed to set SOPs for both MPOs without any consultation. As discussed with both FHWA and FTA, OahuMPO is currently evaluating the HDOT STIP SOP draft. OahuMPO will be establishing its own TIP SOPs and is systematically reviewing that document for consistency with the TIP Policies and Procedures.

The timing to complete this evaluation is also being affected by the staffing limitations that OahuMPO is still facing. While all positions are filled, there is a significant amount of training that needs to be done as well as to continue to meet the Federal deliverables that are the priority set by OahuMPO's Policy Board.

We are hopeful that the draft of Policies and Procedures for the TIP will be prepared by early CY2018. As discussed at and agreed to at our earlier meeting, we will be interviewing individuals from all of the participating agencies for input. Since this is the first update to the approved Policies and Procedures, it will also give us a better sense of the capacity for OahuMPO and the participating agencies to proceed with further updates as have been outlined at previous meetings.

Thank you very much.