



Vision Zero Resolution

WHEREAS, the OahuMPO planning area (Oahu) continues to experience an unacceptable and preventable number of traffic fatalities and severe injuries suffered by all road users; and

WHEREAS, Vision Zero is a strategy to eliminate all traffic fatalities and serious injuries among all road users while increasing safe, healthy, equitable mobility for all; and

WHEREAS, streets and transportation systems have traditionally been designed primarily for maximum vehicular capacity and mobility, rather than the safe accommodation of all modes and users; and

WHEREAS, the State of Hawaii is adopted Complete Streets legislation in 2009 (State Act 54); and

WHEREAS, the City and County of Honolulu adopted the Complete Streets policy (Ordinance 12-15); and

WHEREAS, more than 1,000 people died in traffic crashes between 2008 and 2018 on Oahu;

WHEREAS, the year 2018 was the most fatal year on recent record (since 2008) where 62 people died in traffic crashes, including 26 pedestrians; and

WHEREAS, the OahuMPO is hereby recognizing that these fatality statistics are not acceptable for citizens, commuters, and tourists who live, work and play on Oahu; and

WHEREAS, the OahuMPO recognizes that if these trends continue, they would put into jeopardy the safety of the residents and visitors; and

WHEREAS, major U.S. cities, including New York, New York; Los Angeles, California; San Francisco, California, Seattle, Washington; Portland, Oregon, Chicago, Illinois; Philadelphia, Pennsylvania; Boston, Massachusetts; Denver, Colorado; Fort Lauderdale, Florida; and Washington D.C., have adopted Vision Zero policies that focus on safety as a primary objective in designing transportation projects; and

WHEREAS, the State of Hawaii is adopted Vision Zero legislation in 2019 (State Act 134); and

WHEREAS, the Hawaii Department of Transportation supports decreasing fatalities and serious injuries through the Strategic Highway Safety Plan; and

WHEREAS, the County of Hawai'i adopted a Vision Zero resolution (38-19) in February 2019; and

WHEREAS, the County of Maui adopted a Vision Zero proclamation in September 2018; and

WHEREAS, the City and County of Honolulu adopted a Vision Zero resolution (18-219) in December 2018; and

WHEREAS, the Policy Board recognizes that no one should die or be seriously injured while traveling in Oahu; and

Oahu Metropolitan Planning Organization

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NOW THEREFORE, BE IT RESOLVED, by the Policy Board of the Oahu Metropolitan Planning Organization, County of Oahu, State of Hawaii, as follows:

1. That the Oahu Metropolitan Planning Organization Policy Board adopts a goal of zero traffic deaths among all road users by the year 2035;
2. That the Oahu Metropolitan Planning Organization Policy Board adopts the Vision Zero policy;
3. That the Oahu Metropolitan Planning Organization's staff will participate on any task force, or similar work group, organized by the City and County of Honolulu that discusses Vision Zero;
4. That the Oahu Metropolitan Planning Organization's staff will participate on any Vision Zero task force, or similar work group, that the State of Hawaii develops;
5. That the Oahu Metropolitan Planning Organization will support the state's action plan as described in State Act 134, including:
 - a. Policies on how to reduce speeds and state and county roads;
 - b. Engineering recommendations on how to increase vehicular, pedestrian, and bicycle safety;
 - c. Data-driven enforcement recommendations on how to reduce speeding and operating a vehicle while under the influence of an intoxicant;
 - d. Additional steps that can be taken to eliminate vehicular, pedestrian, and bicycle fatalities on the road;
 - e. An implementation plan; and
 - f. Establishment of measures to track success.
6. That the Oahu Metropolitan Planning Organization's staff will support Vision Zero efforts at the county and state level through education, outreach, and collaboration;
7. That the Oahu Metropolitan Planning Organization supports the City and County of Honolulu in the development and implementation of the Vision Zero Action Plan;
8. That the Oahu Metropolitan Planning Organization shall incorporate Vision Zero principles into its long-range plan; and
9. That this resolution shall take effect immediately upon its adoption.

Oahu Metropolitan Planning Organization

PUBLIC PARTICIPATION PLAN



Oahu Metropolitan Planning Organization
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DRAFT

Please send written comments through one of the following:

Email Oahumpo@oahumpo.org *Fax* (808) 587-2018

Mail OahuMPO (Attn: Community Planner) 707 Richards Street, Suite 200 Honolulu, HI 96813

Acknowledgements:

Cover Image: From “Biking Through Showers” by Chihoko Yosemori

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The views and opinions of the agency expressed herein do not necessarily state or reflect those of the U.S. Department of Transportation.

ACRONYMS AND ABBREVIATIONS

3C Transportation Planning refers to Comprehensive, Continuing and Coordinated

ADA American Disabilities Act but also used to describe the target population

CAC Citizen Advisory Committee

CFR Code of Federal Regulations

DMV Department of Motor Vehicles

DTS Department of Transportation Services (City)

EJ Environmental Justice

EJ/T6 or T6/EJ Environmental Justice/Title VI

FAA Federal Aviation Administration

FHWA Federal Highway Administration

FTA Federal Transit Administration

HART Honolulu Authority for Rapid Transportation

HDOT Hawai'i Department of Transportation

HTA Hawai'i Transportation Association, may also be
Hawai'i Tourism Authority

LEP Limited English Proficiency

MPO Metropolitan Planning Organization

OahuMPO O'ahu Metropolitan Planning Organization (pronounced as "O'ahu M.P.O.")

ORTP O'ahu Regional Transportation Plan aka RTP, MTP, LRTP

OWP Overall Work Program aka Unified Planning Work Program

PB Policy Board

P&P Policies and Procedures, aka Process and Procedures

PIP Public Involvement Plan (for a work product)

PPP Public Participation Plan

STIP Statewide Transportation Improvement Program

T6 Title VI of the Civil Rights Act of 1964

TAC Technical Advisory Committee

TIP Transportation Improvement Program

USC United States Code

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Oahu Metropolitan Planning Organization PUBLIC PARTICIPATION PLAN

I. Introduction

The Oahu Metropolitan Planning Organization (“OahuMPO”) believes that all quality planning and project development require meaningful public input. The OahuMPO is committed to public participation with the spirit of aloha¹ and along with the principles of inclusiveness, social justice, accountability, and continuous improvement. Public participation that has many moving elements. This current public participation plan (“PPP”) sets the following goals:

Goal 1. The public will be involved early and continuously in the decision-making process.

Goal 2. All residents and mandated stakeholders will be given the opportunity to participate.

Goal 3. The public will be provided with clear, timely, and accurate information for meaningful participation.

Goal 4. Selected public participation techniques will match the purpose and used accordingly.

Goal 5. Progress in achieving the above goals will be measured, and results reported.

The purpose of this public participation plan is to inform Oahu residents, members of the Oahu Metropolitan Planning Organization (“OahuMPO”) network of agencies and organizations, and other stakeholders of multimodal surface transportation of how the public can get involved in OahuMPO’s planning process. It reflects how the OahuMPO is responding to federal requirements that call for a proactive public involvement process.

¹ The Hawaii Revised Statutes (HRS) 5-7.5 codifies the “Aloha” spirit

II. The OahuMPO

The Oahu Metropolitan Planning Organization (“OahuMPO”) is the regional transportation planning agency for Oahu.² Federal regulations require that an MPO be designated to carry out a comprehensive, continuing, and coordinated (“3Cs”) transportation planning process for urbanized areas with a population of 50,000 or more.³ It also requires that MPOs develop and use a documented public participation plan that defines a process for providing citizens, affected agencies, and stakeholders reasonable opportunities to be involved in MPO transportation planning processes.⁴

The Policy Board is the decision-making body of the OahuMPO. The Policy Board is supported by staff, the Technical Advisory Committee (“TAC,”) and Citizen Advisory Committee (“CAC”). The TAC is tasked to provide technical input while the CAC is tasked to provide public input. Chart 1 summarizes the current make-up of the OahuMPO. The OahuMPO is administratively attached to the Hawaii Department of Transportation (“HDOT”) for purposes of receiving federal transportation planning funds.⁵ The OahuMPO staff works closely with implementing partners. The formal partners are the HDOT, the City Department of Transportation Services (“DTS”), and the Honolulu Authority for Rapid Transportation (“HART”). OahuMPO also reaches out to a broader group of entities to address many technical components of planning. Interagency efforts include task forces and work groups.

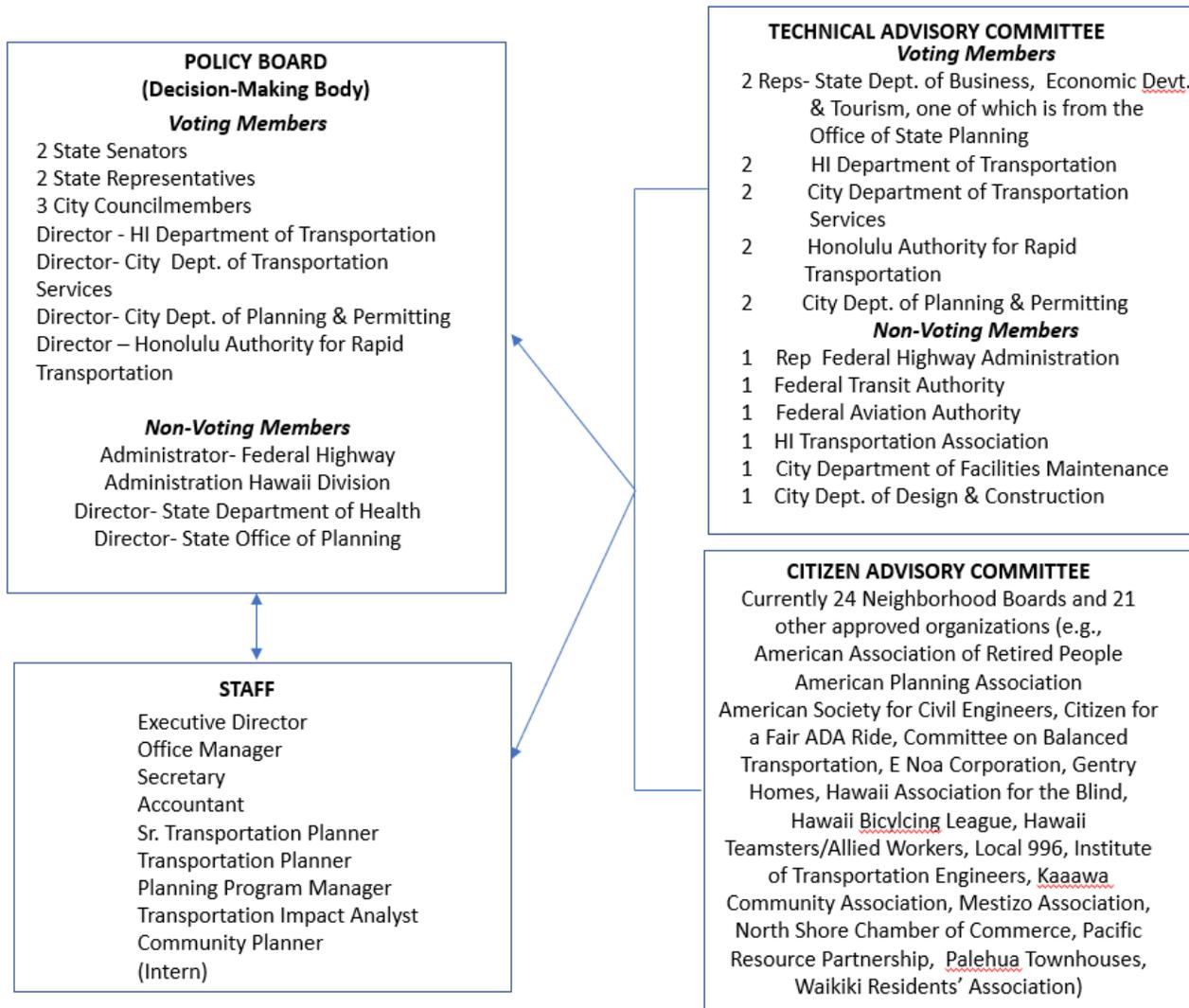
² Act 132 Session Laws of Hawaii 2015 is the enabling state legislation governing OahuMPO. See http://www.oahumpo.org/wp-content/uploads/2013/02/Gov_Msg_No_1232-Act_132.pdf

³ Title 23 Code of Federal Regulations Sub Part C Part 450 guide MPOs PPP

⁴ Title 23 CFR 450.316 guide MPO participation plan contents.

⁵ See supplemental agreement in https://www.oahumpo.org/?wpfb_dl=1614

Chart 1. OahuMPO Structure



III. How The Public Can Get Involved

The OahuMPO plans to continue offering a year-round opportunities for involvement by all – residents and various transportation stakeholders. The following are the main gateways to involvement opportunities.

Chart 2. How to Get Involved in OahuMPO Transportation Planning

	<p>CALL THE OAHUMPO OFFICE 808- 587-2015 8:30 am to 4:30 pm Monday to Friday</p>
	<p>WRITE TO OAHUMPO 707 Richards Street #200, Honolulu, Hawaii 96813</p>
	<p>EMAIL OAHUMPO oahumpo@oahumpo.org</p>
	<p>VISIT THE WEBSITE www.oahumpo.org Visit the “Get Involved” menu or “Contact Us” page</p>
	<p>FOLLOW THE OahuMPO ON SOCIAL MEDIA www.facebook.com/OahuMetropolitan</p>
	<p>COME TO AN EVENT Various events that are relevant to transportation planning or projects, including some that are hosted by the OahuMPO. Visit the website or Facebook.</p>
	<p>PARTICIPATE IN PERSON Make a public comment at a meeting of the Policy Board, Technical Advisory Committee, and/or Citizen Advisory Committee. Regular monthly meetings are scheduled as follows but are subject to change: Policy Board meetings – every last Tuesday, 1:00 to 2:00 pm TAC meetings - every second Friday, 9:00 to 10:00 am CAC meetings – every third Wednesday, 3:00 -4:00 pm</p>
	<p>REQUEST TO BE ON THE MAILING LIST FOR REGULAR MEETINGS AND PLAN REVIEWS Email, call, write or post the request via website</p>

IV. Key OahuMPO Documents and Public Participation

The OahuMPO is responsible for four major planning documents that require public input. These are the Oahu Regional Transportation Plan (“ORTP”), Transportation Improvement Program (“TIP”), and the Overall Work Program (“OWP”). The OahuMPO also engages in special planning studies that require public input.

The OahuMPO has several policies and procedures (“P&P”) for developing these documents, except for special planning studies which has none.⁶ The next few pages highlight the public participation elements in OahuMPO’s P&Ps.

- A. Oahu Regional Transportation Plan (“ORTP”).** An ORTP is a blueprint to guide investments in multi-modal transportation throughout the island of Oahu over a twenty-year horizon.⁷ It is updated every five years (e.g., ORTP 2040, ORTP 2045). An ORTP document includes policies that define values and goals and the projects that reflect them. Its project list has two categories – constraint and illustrative. The constrained list contains the projects that will be funded and built while the illustrative list is a wish list of other desirable or strategic projects that require funding beyond what is projected to be available. An ORTP planning process takes between two to five years to be completed, with many moving pieces. Chart 3.1 sums up the public participation involved in completing the ORTP.

⁶ The current sets of OahuMPO Policies and Procedures are posted on <https://www.oahumpo.org/about-mpo/oahumpo-policies-and-procedures/>. These were approved by the OahuMPO in 2015. These policies and procedures are currently being reviewed for updates and improvement.

⁷ Other MPOs have a Metropolitan Regional Transportation Plan (MRTP) or Long-Range Regional Transportation Plan (LRTP). In terms of federal requirements, the ORTP shall "include both long-range and short-range program strategies/actions that lead to the development of an integrated intermodal transportation system that facilitates the efficient movement of people and goods."

Chart 3.1 Key Public Participation Under ORTP

Activity	Target participants	Methods, techniques and/or tools	How the public gains access to information
Develop an ORTP Public Involvement Plan (“PIP”)	Citizen Advisory Committee (“CAC”)	CAC meetings	OahuMPO’s Standard notification methods which include <i>Public notices of meetings, CAC mailing list, and website</i>
Visioning and goal-setting	General public; mandated stakeholders	Specified in each ORTP PIP ⁸	Specified in each ORTP PIP but includes the standard notification methods
Call for projects	General public; mandated Stakeholders	Same as above	Varies but access includes standard notification methods. It will also include mandated stakeholders mailing list, social media and public media.
Endorsement of public review draft	CAC	CAC meeting	Standard notification methods
Intergovernmental Review and Public Comment Period (“IGR”) of 45 days	General public; mandated Stakeholders	Comment forms (hard, soft, and digital copies)	See entry under “Call for projects.”
CAC and Technical Advisory Committee endorsement; Policy Board (“PB”) approval of ORTP	CAC; general public	CAC, TAC and Policy Board meetings (CAC report to PB; Public testimonies)	Similar to entry under “Call for projects.”

⁸ See Appendix 9 for examples of methods, techniques and tools.

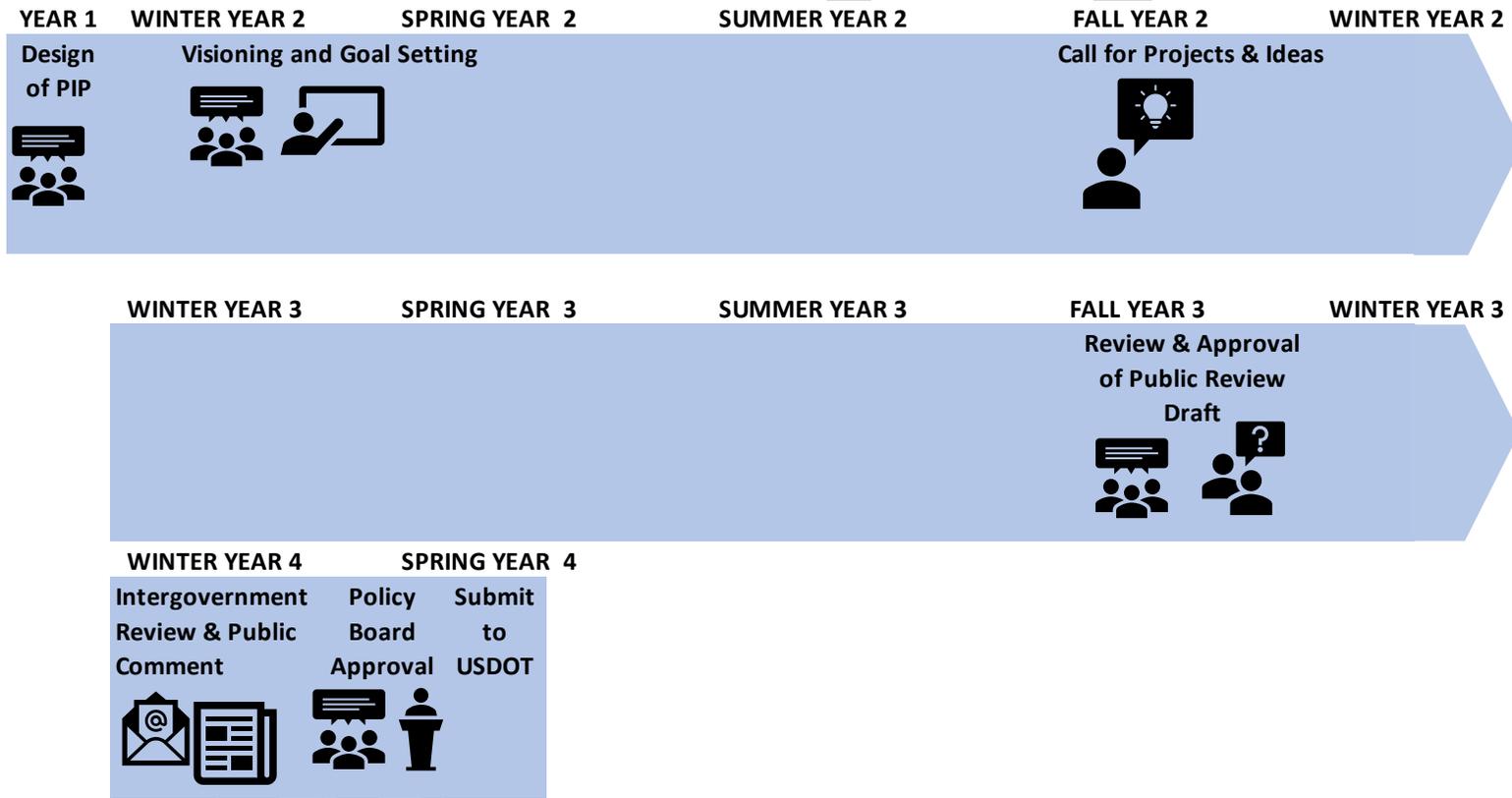
CAC's early involvement. Per OahuMPO policies and procedures on Title VI and Environmental Justice (“T6/EJ”), the CAC will be offered the opportunity to prioritize public involvement activities. The CAC, through meetings, will have the opportunity to review and comment on various work products supporting public outreach process. The CAC, will receive ORTP status reports throughout the development of the ORTP.

Significant comments. When significant written or oral comments are received on the public review draft, a summary analysis, and report on the disposition of comments shall be made as part of the ORTP. Additional opportunities for public comment need to be provided if the final ORTP plan differs significantly from the version that was made available for public comments and raises new material issues which interested parties could not have foreseen from the public involvement efforts.

Plan updates. Once adopted by the Policy Board and approved by the FHWA and FTA, the ORTP is a “living” document. A major ORTP Update, technically described as an “amendment” may take place during the implementation period and is subject to another public review period.

Timeline. The ORTP can be completed between two to five years. The ORTP 2045 two-year schedule offers a glimpse of public involvement timeline. See Chart 3.2 on the next page.

Chart 3.2 A Sample Timeline of Public Involvement for the ORTP



B. Transportation Improvement Program (“TIP”). As projects listed in the ORTP move closer to implementation, they are added to the TIP. The TIP represents an overall capital expenditure program on Oahu’s multi-transportation system in a four-year frame (e.g., TIP for Federal Fiscal Years 2019-2022). The programming refers to the assignment of transportation investment by phase (e.g., design, engineering, right-of-way, construction). The TIP includes the amount and type of federal funding being allocated to a project, the amount of local dollars as a match, and how much is estimated to be spent each year. The TIP is Oahu’s component in the State Transportation Improvement Program (“STIP”) which must be approved by the Governor (or his designee) before funds can be used. Chart 4.1 sums up the public participation involved in completing the TIP.

Chart 4.1 Key Public Participation under TIP

Activity	Target Participants	Methods, techniques and/or tools	How the public gains access to information
Customize TIP PIP; List of Projects for inclusion	Citizen Advisory Committee	CAC meetings	OahuMPO’s Standard notification methods which include <i>Public notices of meetings, CAC mailing list; and website</i>
Feedback on the list of proposed projects that have been technically reviewed by OahuMPO and partners.	General public; mandated stakeholders	Public testimony at a Policy Board meeting	OahuMPO standard notification methods including mailing to mandated stakeholders; The website hosts an interactive map for project visualization.
Intergovernmental Review and Public Comment Period of 45 days.	General public	Comment form (hard, soft, and digital copies)	Access varies but includes the standard notification methods, mail out to mandated stakeholders and others in an IGR list, social media, and press releases.
Approval of TIP	CAC; general public; mandated stakeholders	Public testimony at CAC, TAC and Policy Board meetings; CAC report to PB	Standard notification methods

CAC's early involvement. Per current policies and procedures, before the call for projects to agencies for input to the TIP, the CAC will be offered the opportunity to develop a list of recommended projects for inclusion in the TIP. The CAC's will provide recommendations to the Policy Board for their consideration.

Significant comments. When significant written or oral comments are received on the public review draft, a summary analysis, and report on the disposition of comments shall be made as part of the TIP. Additional opportunities for public comment need to be provided if the final TIP plan or TIP Revision differs significantly from the version that was made available for public comments and raises new material issues which interested parties could not have foreseen from the public involvement efforts.

TIP revisions. Changes to the TIP may be needed from time to time. There are two kinds of revisions, namely administrative modification and amendment. A major change, called an amendment, requires a formal "thirty-day" intergovernmental review and public comment period. TIP amendments are presented at CAC and TAC meetings. amendment and modifications are presented for approval to the Policy Board. In recent practice, TIP revisions, containing amendments, have two cycle of public review a year. The public review period covers thirty ("30") days.

Timeline. Two timelines are presented here, the TIP and TIP revisions. Both are based on the last experiences.

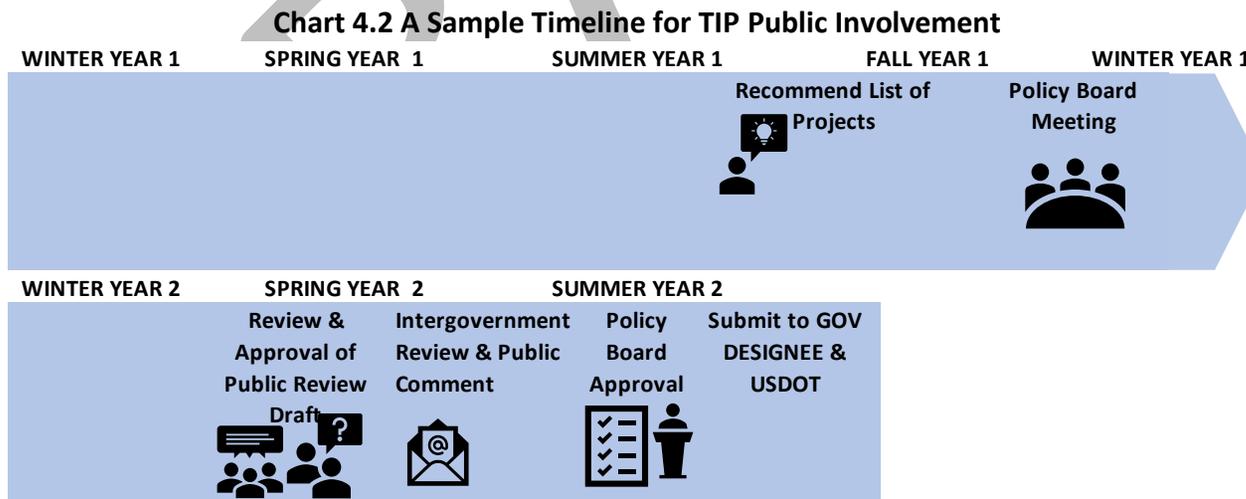
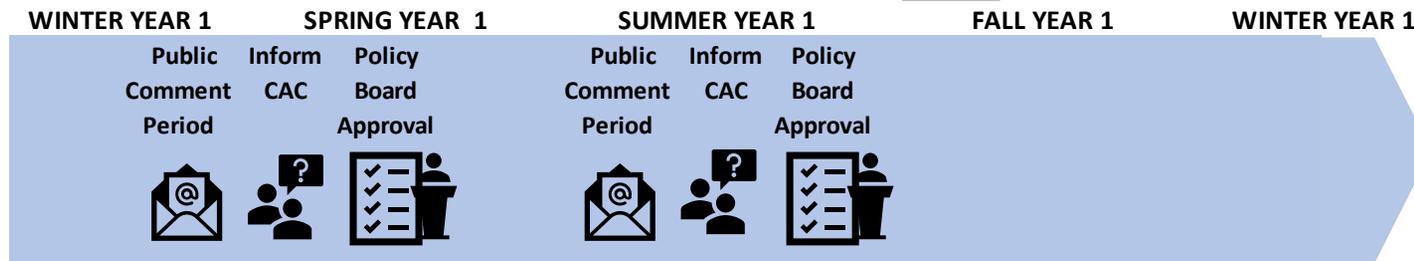


Chart 4.3 A Sample Timeline for TIP Revision Public Involvement in a Year



C. **Overall Work Program (“OWP”).** The OWP is a one-year scope of work and budget for OahuMPO activities to be accomplished in the fiscal year, July 1 to June 30. These activities are work elements designed to support the implementation of OahuMPO planning process. They are designed also to address compliance with federal and local requirements relating to the use of federal transportation planning funds. The OWP serves two purposes. The first is to provide a listing of all surface-transportation planning studies being undertaken on Oahu to government officials, local communities, and the public. The second is to provide complete budget information to Federal, State, and City officials about the expenditure of Federal funds for those projects being carried out by the OahuMPO and its participating agencies. Chart 5.1 sums up the public participation elements of the OWP.

Chart 5.1 Key Public Participation Under OWP

Activity	Target Participants	Methods, techniques and/or tools	How the public gains access to information
Early call for work elements (planning study ideas)	Citizen Advisory Committee	CAC meetings	OahuMPO's Standard notification methods: <i>Public notices of meetings; CAC mailing list; Website</i>
Early response to CAC submitted ideas	Citizen Advisory Committee	CAC meetings	Standard notification methods
Review of OWP draft for public review	Citizen Advisory Committee; general public	CAC, TAC and Policy Board meetings; public testimony	Standard notification methods including TAC, PB mailing lists
Intergovernmental Review and Public Comment Period Of 45 days	General public; Mandated stakeholders	Comment form (copies available in hard, soft, and digital format)	Standard notification methods; IGR mailing list; social media and public media
Endorsement by CAC, TAC; Approval by Policy Board	CAC; General public	CAC, TAC, and Policy Board meetings; CAC report, public testimony	Standard notification methods including TAC, PB mailing lists

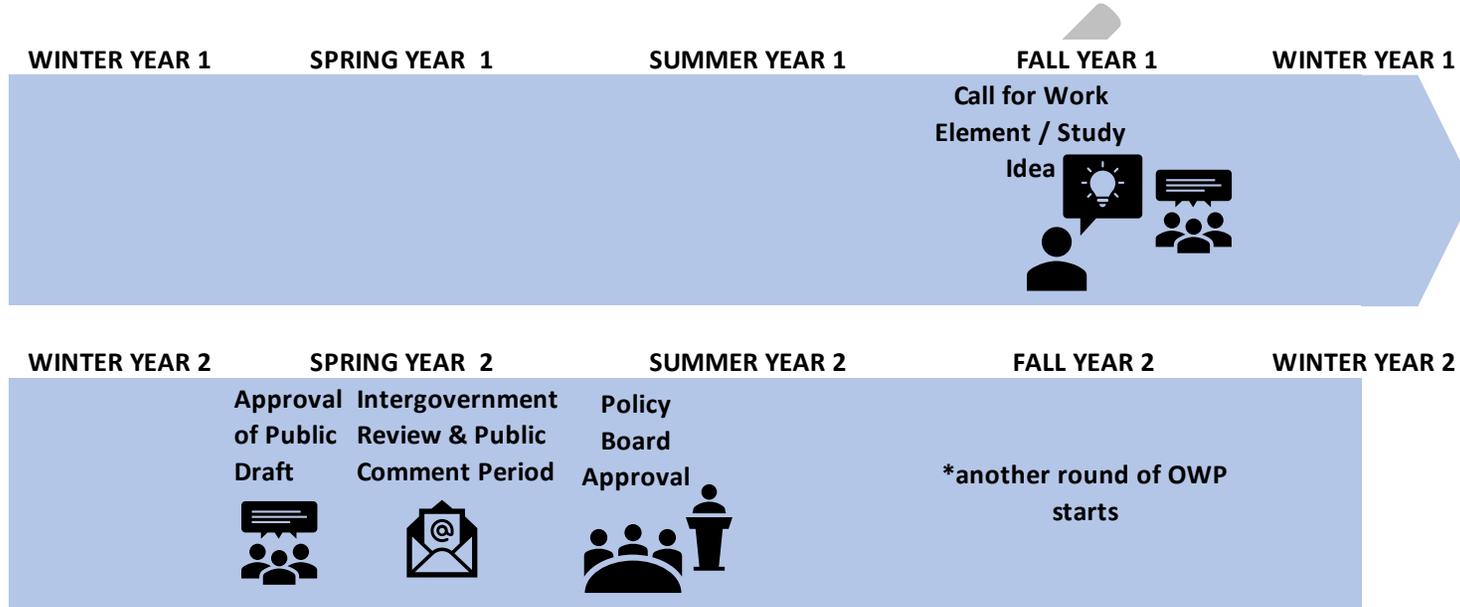
CAC's Early Involvement. Per current policies and procedures, before the “call for work elements” to the agencies for input into the TIP, the CAC will be offered the opportunity to suggest work elements for inclusion to the OWP. The CAC’s recommendations will be provided to the Policy Board for their consideration.

Significant comments. When significant written or oral comments are received on the public review draft, a summary analysis, and report on the disposition of comments shall be made as part of the OWP.

OWP Amendment. Withdrawal or addition of a work element from an approved OWP calls for an OWP amendment. Such amendment will entail public participation in the form of a reviewing the amended OWP through a formal “thirty- day” intergovernmental review and public comment period.

Timeline. A timeline may be glimpsed from the OWP’s public involvement schedule.

Chart 5.2 Sample Timeline for OWP Public Participation



D. Public Participation Plan (“PPP”). The PPP describes how the OahuMPO plans to communicate and distribute information to the public as well as how the public can interact and provide comments to the OahuMPO. It lists and/or describe methods and tools that the OahuMPO will be using to meet the dual objectives of complying with federal requirements and improving public participation. Chart 6 sums up the public participation involved in completing the PPP.

Chart 6. Key Public Participation Under PPP

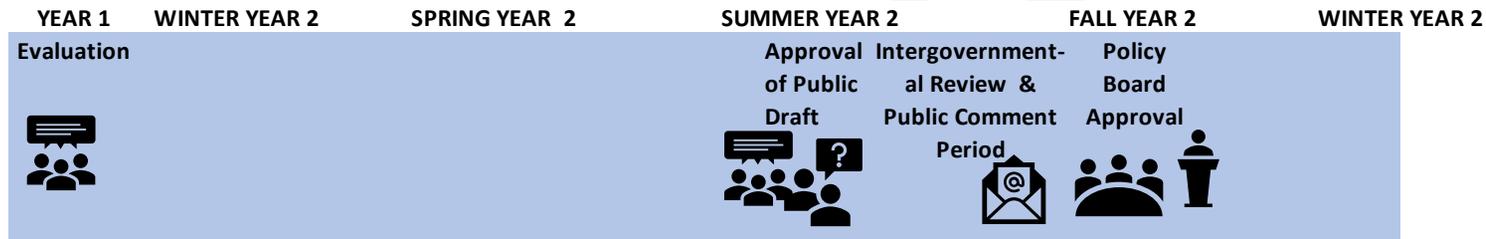
Activity	Target Participants	Methods, techniques and/or tools	How the public gains access to information
As needed, customize a PIP for evaluating PPP	Citizen Advisory Committee; Target groups specified in the PIP	CAC meetings; Others as specified in PIP	OahuMPO's Standard notification methods: <i>Public notices of meetings; CAC mailing list; Website</i>
Review of PPP draft for public review	Citizen Advisory Committee; general public	CAC, TAC and Policy Board meetings; Others as specified in the PIP	Standard notification methods including TAC and PB mailing lists/ Others as specified in the PIP
Intergovernmental Review and Public Comment Period of 45 days	General public; mandated stakeholders	Comment form (copies available in hard, soft, and digital format)	Standard notification methods; IGR mailing list; social media, press release.
Endorsement by CAC, TAC; Approval by Policy Board	Citizen Advisory Committee; general public	CAC, TAC, and Policy Board meetings; CAC report to PB; Public testimony	Standard notification methods including TAC, PB mailing lists

Significant comments. When significant written or oral comments are received on the public review draft, a summary analysis, and report on the disposition of comments shall be made as part of the PPP.

PPP Update. Substantial change to the PPP shall be incorporated as PPP Update which will require a formal public comment period.

Timeline. A timeline is presented based on 2019 schedule.

Chart 6.2 A Sample Timeline for PPP



E. Special Planning Studies. These may be handled directly by OahuMPO, by partner agencies, or with the help of consultants. Each study will be carried out with meaningful public participation, and each study will require a public involvement plan. The Citizen Advisory Committee may participate, if warranted, via a “Permitted Interaction Group,” a permitted interaction among CAC members and guided by Hawaii’s Sunshine Laws.⁹ All studies, when completed, are presented to the OahuMPO at CAC, TAC, and Policy Board meetings. If the studies are acceptable, the Policy Board can approve and recommend that the recommendations from these studies be used in future transportation planning.

V. Public Involvement Plans for ORTP, TIP, PPP, and Special Studies

Not all methods and techniques of public participation can be specified in detail in this PPP. Public participation will be customized further in Public Involvement Plans of individual work products or documents. Whether it is an ORTP, which requires more elaborate transportation planning, or a special study, which has simpler needs, the broad steps for customizing a Public Involvement Plan (“PIP”) are the same. Chart 7 outlines these steps.

⁹ The Hawaii Office of Information Practices’ guidance on <https://oip.hawaii.gov/wp-content/uploads/2014/04/8Aug13-Quick-Review-Part-3-Who-Bd-Members-Can-Talk-to-When.pdf>

Chart 7. Broad Steps in Completing a Public Involvement Plan

Steps	Broad questions to answer
1. Organize for Participation	What needs to be done, by when? What does the timeline look like?
2. Identify and get to know your stakeholders	Who needs to be at the table? At what junctures in the planning process?
3. Pick an appropriate level of involvement	What does the public involvement need to accomplish? What is reasonable, given the timing and available resources?
4. Integrate public involvement in the decision-making process	What are the methods, techniques, or tools to inform, for gathering input, for building trust and confidence in the process? How about visualization tools?
5. Match public participation tools to objectives throughout the process.	What results are useful and practical enough to measure? How do we make sure that substantial comments are adequately addressed?

1. Organize for Participation. Each document or work product will have federally mandated elements and timelines that will affect how public involvement can be carried out. The OahuMPO will create an annual chart of OahuMPO agenda and public involvement to guide public involvement during a calendar year. (See Appendix 1 for OahuMPO’s 2019 year-round public involvement schedule).

2. Identify and Get to Know Your Stakeholders. It is federally required that public input be sought from the general public, Title VI/Environmental Justice (“T6/EJ”) populations, and key transportation stakeholders. Appendix 3 explores some of the tools that OahuMPO will try to ensure identification and contact with members of these three groups.

- General public. OahuMPO and its partner agencies are aware that there is a large group of “missing voices” in planning processes. The eight planning areas used by the City and County of Honolulu Department of Planning and Permitting (“DPP”) is a tool that can be used to determine what is a fair coverage of the general public.

- T6/EJ population. The OahuMPO aligns its Title VI program, which also covers environmental justice and language access, with HDOT.¹⁰ It assures that there is proactive effort in protecting the rights of minorities and low-income people, including access to public involvement and equity in its results. The HDOT also alerts the special obligation to Native Hawaiians.¹¹ The charts and visuals in Appendix 4 offer a glimpse of magnitude, distribution, and diversity of underserved populations to consider in public involvement planning.
- Mandated stakeholders. The OahuMPO plans to ensure that federally mandated stakeholders are engaged and involved. Appendix 5 lists the mandated stakeholders. Also, the OahuMPO plans to be alert to unfolding changes that will require Oahu to expand its transportation planning stakeholders (For example, stakeholders relevant to safety and health, climate change and sustainability, and indigenous planning.)

3. Pick Appropriate Level of Involvement. The choice of technique will be strategic, reflecting a balance between needs and resources, including time constraints and the capacity of OahuMPO staff. Appendix 6 for levels of involvement.

4. Integrate Public Involvement in the Decision-Making Process. The various public involvement plans will take into consideration the criteria for effective technique solution and comprehensive approach, as discussed in Appendix 7.

- OahuMPO's standard notification methods. This group refers to the Citizen Advisory Committee, public meetings governed by Hawaii's Sunshine Law, and the OahuMPO website. These are discussed further in Appendix 8.
- Other techniques to be considered on a case-to-case basis. This group includes a plethora of options. The OahuMPO will consider options based on its own experiences and of planning agencies across the State (see Appendix 9). It will also explore the plethora of options, starting with those discussed in resource guides: 1) *Public Involvement Techniques for Transportation Decisionmaking: 2015 Update*¹², including changing visualization techniques.

¹⁰ Refer further to HDOT's Title VI program posted on <https://hidot.hawaii.gov/administration/ocr/title-vi-program/> and OahuMPO's Title VI program posted on <https://www.oahumpo.org/get-involved/how-to-participate/title-vi-and-environmental-justice/>

¹¹ Supporting this are judicial decisions like in "The Hawai'i Supreme Court in *Ka Pa`akai O Ka`Aina v. Land Use Commission*, 94 Haw. 31, 7 P.3d 1068 (2000). In this case, it was reiterated that the State has an obligation to preserve and protect traditional and customary Native Hawaiian rights while reasonably accommodating competing private development interests.

¹² https://www.fhwa.dot.gov/planning/public_involvement/publications/pi_techniques/

- 2) The Innovative MPO Smart Planning, Strong Communities: A Guidebook for Metropolitan Transportation Planning,¹³ including context-based best practices.
 - 3) HDOT’s Public Involvement Handbook for “how-to” templates.¹⁴
 - 4) IAP2 Canada Social Media White Paper for digital engagement, including limitations.¹⁵
 - 5) Orton Family Foundation techniques, specifically on missing voices.¹⁶
- In addition to the above, OahuMPO will continue to build its capacity in locally-relevant and culturally-grounded methods and techniques.¹⁷

5. Match Public Participation Tools to Objectives Throughout the Process. The OahuMPO will honor public input by carefully analyzing what it intends to achieve out of each step of public involvement. Appendix 10 illustrates how technique choices have to be tied to intent and context.

VI. Evaluation and Reporting

The best practices are to keep evaluation simple and flexible¹⁸ The questions are whether or not the OahuMPO will be making a difference in expanding involvement, opening up opportunities, providing information in a timely and adequate manner and using of appropriate techniques

At the onset, the evaluation will focus on outputs that are observable and easily documented. The scorecard of outputs will serve as an indicator if the right process is in place. Additional outputs and outcomes will be measured to sense whether OahuMPO is headed in the right direction. Information will be collected via surveys and institutional self-assessment. Below is a summary of intent:

¹³ <http://www.t4america.org/wp-content/uploads/2014/12/The-Innovative-MPO.pdf>

¹⁴ <https://hidot.hawaii.gov/wp-content/uploads/2013/01/dot-public-involvement-policy.pdf>

¹⁵ iap2.canada.ca/resources/Dcouments/newsletter/2017_Social_media_white_paper.pdf

¹⁶ <http://www.orton.org/wp-content/uploads/2017/03/public-engagement-methods.pdf>

¹⁷ See for example the insights from “Building a Community: A Lifes’ Practice” by Puanani Burgess in http://www.ksbe.edu/_assets/spi/hulili/hulili_vol_9/2_2013_Vol9_Burgess.pdf

¹⁸ See Appendix 11 for Texas A&M Transportation Institute’s listing of best practices

1. Observational Evaluation. The initial PPP Scorecards of outputs that will be measured via observation and include the following:

Goal 1: Involvement

G1.1 Number of needed public plan and timeline during the year completes and implemented. This can be measured internally based on staff reports.

Goal 2: Opportunity

G2.1 Presence and types of mandated stakeholders given the opportunity to participate.

G2.2 Number of participants at each event (e.g., online such as a survey, or physical such as a meeting)

G2.3 Number of stakeholder groups represented, including EJ/T6 indicators.

These will be observed and reported in two ways, by a general opportunity (e.g., website) and plan-specific (e.g., ORTP). Plan-specific will measure it based on its specific key event and material components. Each of the planning initiatives will especially report on the opportunity created for a public comment period.

Goal 3: Information

G3. 1 In terms of timeliness and quality, the information provided meet or exceed requirements of federal, state and city, and OahuMPO policy board standards.

G3.2 Number and types of intentional visualization techniques employed to promote inclusive and meaningful participation.

These will be observed and reported in two ways, by a general opportunity (e.g., website) and plan-specific (e.g., ORTP). Plan-specific can be based on key events or materials for different phases of involvement. All reports on planning initiatives must report on timely and quality of information for public comment periods.

Goal 4: Techniques

G4.1 Number and types of standard OahuMPO techniques implemented

G4.2 Number and types of stakeholders or interested public participants covered by techniques.

These will be observed and reported in two ways, by a general opportunity (e.g., website) and plan-specific (e.g., ORTP). All planning initiative will report the opportunity created for a public comment period.

Goal 5: Evaluation and reporting

G5.1 All planning project reports and annual reports have documentation of public input or involvement.

G5.2 All public input and comments are received, and disposition and impact on transportation planning or specific plans reported.

These will be observed and reported in two ways, by a general opportunity (e.g., website) and plan-specific (e.g., ORTP). All planning initiative will report the opportunity created for the public comment period.

2. **Interactive Assessment (survey).** Selected overall outputs and outcomes will also be generated interactively primarily through a general online survey and planning-specific online and pen & paper survey at sites of events. The survey questions will assess the following and examples of questions may be glimpsed from Appendix 11.
3. **Institutional Self-Assessment.** An institutional self-assessment via staff assessment and analysis, will be conducted to evaluate two topics that are also listed in Appendix 11. The topical questions include:
 - How has public input been considered? Was demographic data collected from participants at public engagement events to help identify populations who were/were not engaged? Were these data used to help guide the planning in future public input activities? Did OahuMPO report back to the public about how their inputs were used.
 - How has public engagement affected OahuMPO goals and strategies? Did information gleaned through the public engagement process result in a modification to the transportation process, plan, or projects? Have public engagement experience over time affected policies or strategies?
 - What level of capacity delivers these results? What may be needed in the future?
4. **Reporting.** There will be four public outlets for evaluation findings. These will be:
 - Final reports. Each of the plans (i.e., ORTP, TPP, OWP, and PPP) must document the implementation and results of its public input plan. Each plan's final report will review planned methods and techniques, their targeted purposes and participants, the expected and actual outputs from the techniques, and overall feedback on how such a result may have affected the plan results. The final plan report will document deviations from the plan, including changes in techniques and their results. Each final report will specifically document and assess public involvement strategy for EJ/T6 population. These aspects, together with the disposition of substantive and relevant public comments, should be part of the final report.

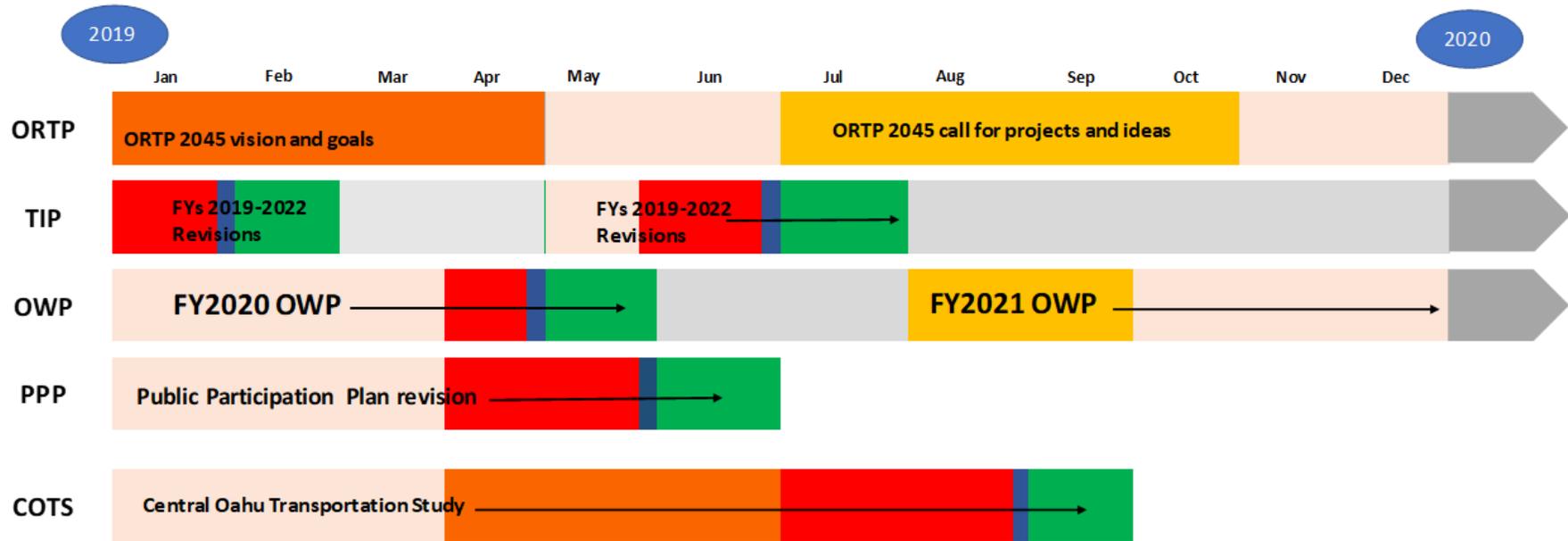
- Annual reports. The OahuMPO will also have a separate assessment of the methods and techniques that it is employing for continuous involvement (i.e., Policy Board and advisory committees, their composition and meetings, and the website). It will review the performance of public input plans across planning cycles and products. The performance review should be done no less than once per fiscal year through triangulation methods. The detailed results will be used for further analysis, recommendations, and improvement.
- T6/EJ Accomplishment or Compliance Report will especially continue to report on the following output measures. The methodology will include past OahuMPO practice:
 - Number of people who saw the products
 - Number of people who were sent the products
 - Number of people who attended meetings (CAC, TAC, Policy Board, others)
 - Number of hits to the website and Facebook page
 - Number and types of comments received
 - Demographics as much as possible (% percent male/female, % T6, % EJ).
 - Initial measures, qualitative or quantitative of PPP progress concerning respect to EJ/T6 populations and communities.
- Special reports. As needed, the OahuMPO may also call for special evaluation studies.
- Report to the State Legislature and the Federal Government. The three sets of performance reports shall be used to review and evaluate along the goals and objectives of this PPP. A summary of relevant results will be incorporated in OahuMPO's annual report to the State Legislature and FHWA/FTA. They will also be reported back to the Policy Board, CAC, and TAC.

VII. Plan Update and Submission

This Plan will be reviewed at least every four years as part of the federal certification review process. It will be updated every four years or more frequently if warranted.

APPENDIX I

Sample Context: 2019 OahuMPO Agenda & Public Participation

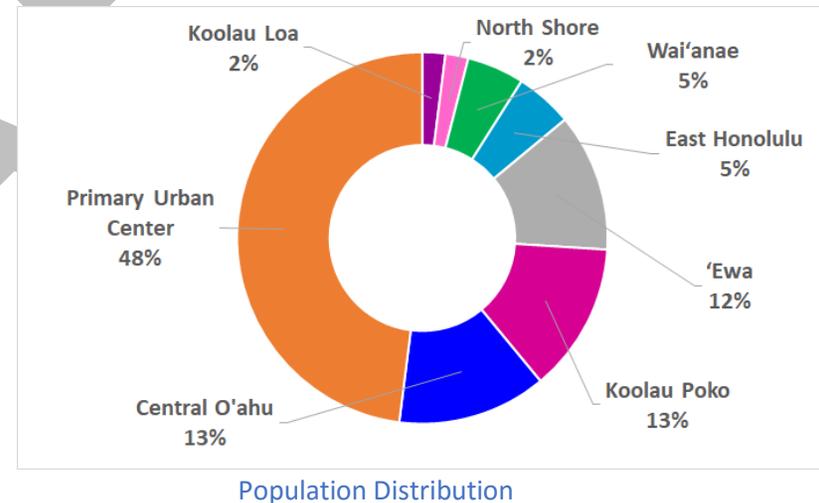
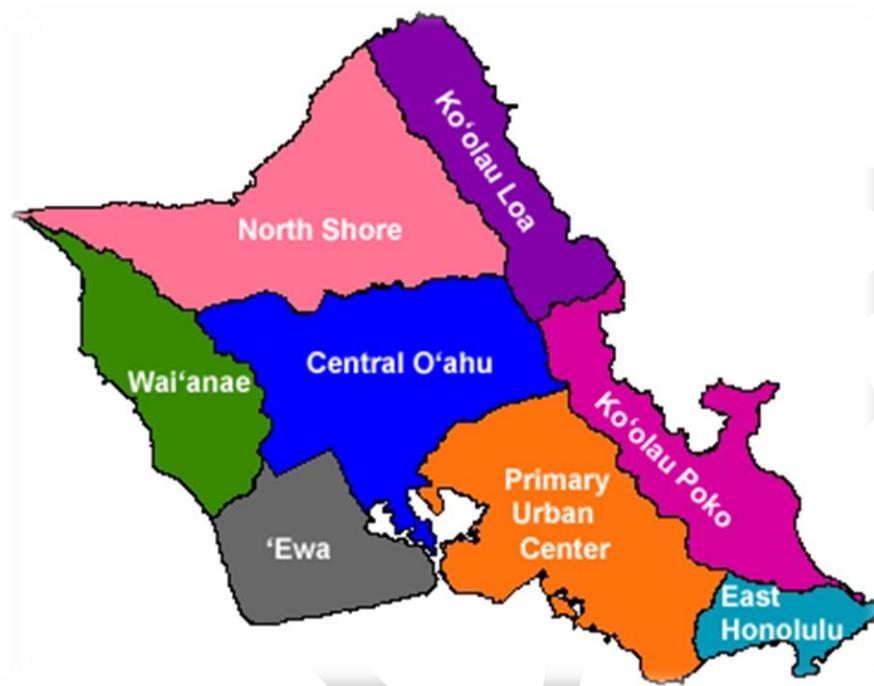


Legend

- ORANGE General public and community engagement
- GOLD Call for projects, ideas or work elements
- PEACH More internal work; consultation as needed
- RED Intergovernmental Review and Public Comment Period
- BLUE Final draft with responses to reviews and comments received
- GREEN Policy Board approval of final draft; Submission to FHWA/FTA
- LIGHTER GRAY or GRAY More to come

APPENDIX 2 Oahu's Eight Planning Areas

OahuMPO has and will continue to use the City Department of Planning and Permitting's eight planning district division as a strategic way of covering all parts of the region. Several variables will be considered in prioritizing public involvement resources. For example, public input plans should take into account the relative population size of each area (see eight planning areas and relative 2016 US Census-based population proportions below) and the diversity within each area (e.g., East and West Public Urban Center areas).



Source: DDP

APPENDIX 3

Identification of Participants

Identification and analysis are continuous processes, but for every public involvement process, stakeholders will be identified as early as possible. The following will be carried out:

1. Regular and systematic assessment of active CAC membership. At the minimum, this will be done on an annual basis. Proactively recruit members as needed.
2. Complete and update master lists of OahuMPO stakeholders and their contact information; Ensure that required and locally-relevant stakeholders are represented.
3. Fill gaps. Techniques include:
 - a. *Mindmap/ community network analysis*. This can be done internally among staff, with a working group, or with a consultant. Map out the influence and impact that a plan or study may have and think about who will have an interest in it.
 - b. *Review other relevant and publicly-reviewed plans and legislative bills*. Discover who are actively engaged in transportation-related planning and policy.
 - c. *Conversations/word-of-mouth and mutual sharing of ideas*. Conversations with existing stakeholders, especially CAC members, as well as stakeholders of relevant planning processes (e.g., partner agency plans and projects)
 - d. *Consultants*. Enlist a qualified firm to identify and map out other possible stakeholders given the mandate and intent of a PPP application.
 - e. *Radar screen*. Regularly be in tune with local news, planning processes, legislative processes, professional planning association activities, urban planning school, social media, EJ/T6 resources, and others for identification of more stakeholders.
4. For more impactful participation, specific participants from stakeholders groups might be engaged, rather than general audiences. For this, specific communities and demographics need to be identified. Then, build relationships with those communities by connecting with thought leaders and other liaisons, following public conversations, contributing to these conversations, and interacting offline and online. Observe how targeted community/ies of participants interact online and offline to know what tools to consider and for what purpose.
5. Use planning timeline to manage expectations about targeted stakeholders, nature and impact of public involvement (See Appendix 6 for sample timeline tool).

APPENDIX 4 Traditionally Underserved

The traditionally underserved groups include all the protected classes of people that are protected by OahuMPO's Title VI program. OahuMPO will properly analyze EJ/T6 data and related information to inform public involvement directed at EJ/T6 populations.

To be updated

DRAFT

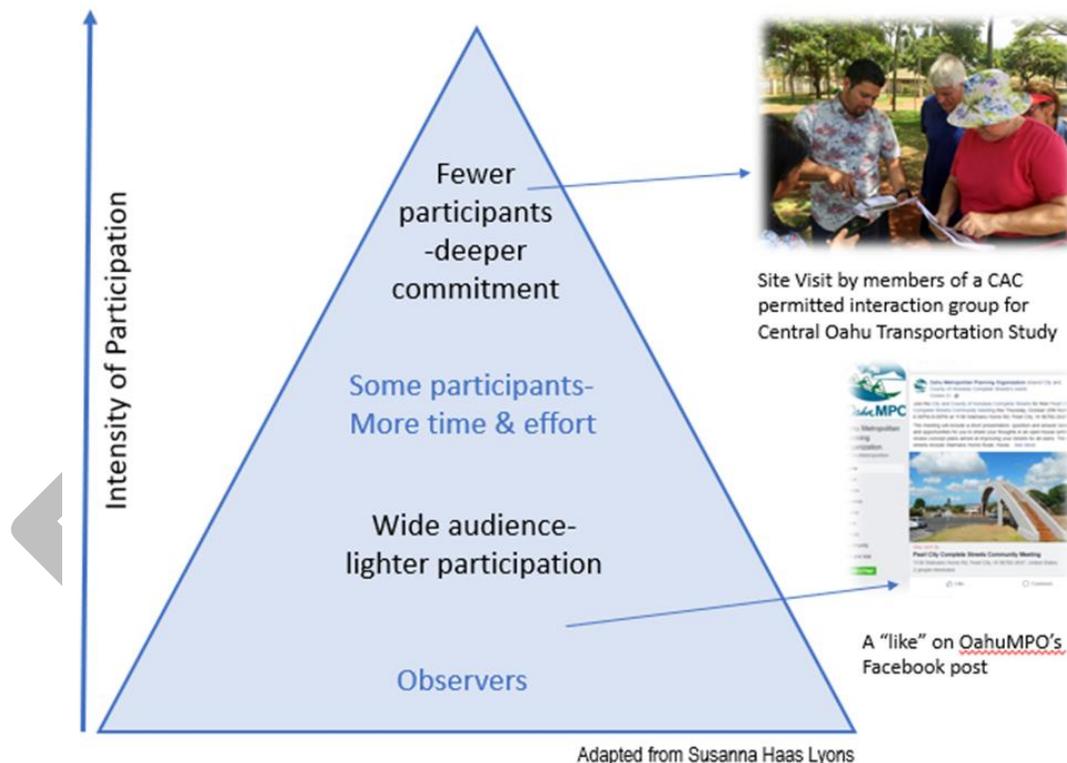
APPENDIX 5 Federally-Mandated Stakeholders

Aside from citizens in general and affected public agencies, identified stakeholders include:

- Representative s of Public Transportation employees (e.g., Hawaii Teamsters/Allied Workers. Local 996)
- Freight Shippers
- Providers of Freight Transportation Services
- Private Providers of Transportation (e.g., Tour Bus operators like E Noa Corporation)
- Representatives of Users of Public Transportation (e.g., AARP)
- Representatives of Users of Pedestrian Walkways and Bicycle Transportation Facilities (e.g., Hawaii Bicycling League)
- Representatives of the Disabled (e.g., Hawaii Association of the Blind, Citizens for a Fair ADA ride or CFADAR)
- Other interested parties with reasonable opportunities to be involved in the metropolitan planning process (e.g., American Planning Association, American Society of Civil Engineers, Institute of Transportation Engineers, Neighborhood Boards, Community Associations, and others)

APPENDIX 6 Levels of Involvement

Members of the public and stakeholder groups will not be expected to have the same levels of engagement and understanding of transportation planning. The **involved** public will be pretty knowledgeable about the transportation policy process. These individuals and entities actively participate and have reasonably extensive knowledge of O’ahu’s transportation issues and policy. The representatives of CAC member organizations who regularly attend CAC meetings are expected to understand transportation planning issues. The **informed** public will have some understanding of the issues but will not be familiar with the OahuMPO’s role in the regional planning process. The **interested** public, *aka the* general public, have an inherent interest in transportation challenges but will possess little direct knowledge of policy issues. The most knowledgeable will be fewer but are most engaged. The least knowledgeable will be great in number but are least involved.



APPENDIX 7

Criteria for Effective Technique Methods

The OahuMPO will continue to draw from its existing toolbox of techniques and add new ones. The resource, “Public Involvement Techniques for Transportation Decisionmaking:2105 Update” will be a comprehensive reference for possible techniques. This resource guide provides answers to the following questions: “*What is the technique? When is it useful? Does the technique have special uses? Who participates? How do agencies use the output? Who leads it? How much does it cost? How is it used with other techniques? How is it organized? What are the drawbacks?*”

The following list of criteria will further guide the selection of techniques:

Additional Criteria for Technique Selection	
Criteria 1	Technique will meet a specific purpose/s. The International Association for Public Participation (IAP2) includes the following purposes: <i>1. Inform</i> - to provide the public with balanced and objective information; <i>2. Consult</i> - to obtain public feedback; <i>3. Involve</i> - to work directly with the public throughout the process; <i>4. Collaborate</i> - to partner with the public in each aspect of the decision; <i>5. Empower</i> - to place final decision-making in the hands of the public.
Criteria 2	Technique choice will be in light of the comprehensive public input plan. The DPP’s public involvement in Kalihi-Palama Neighborhood illustrates this (see Appendix 10).
Criteria 3	Techniques will also be chosen in consideration of timing, resources, and other situational elements. (For example, many ongoing planning processes can divide the attention of the interested public).

OahuMPO’s PPP team, which will be the entire staff, will be required to have all the skills, knowledge, and behaviors needed for successful public participation. The key is to assess the overall capacity of the team and ensure that the team, as a whole, has sufficient expertise, knowledge, and experience. A sample matrix can be found in www.epa.gov/sites/production/files/2014-05/documents/skillsmatrix.pdf

APPENDIX 8 OahuMPO's Standard Methods

Citizen Advisory Committee

The CAC serves as a continuing forum for involving residents and public stakeholders in transportation planning. The CAC is expected to be broadly-based, include minorities and disadvantaged groups. More than a majority of its member organizations are neighborhood boards. As such, the OahuMPO will continue to leverage the existing City neighborhood board system as a means of encouraging and formally maintaining strong citizen participation in all parts of the island. Other member organizations represent an array of interests that are important in transportation planning. The CAC will continue to be guided by a Policy Board-approved Bylaws¹⁹. Per bylaws, the CAC is the “vehicle whereby public input can be solicited to advise the Policy Board and OahuMPO Executive Director on transportation planning issues in accordance with an OahuMPO PPP; and a means of keeping citizens’ groups and the public informed of the aims and progress of the cooperative, comprehensive, and continuing transportation planning process. The CAC, through its Chair or designated representative, shall provide input on important matters raised at CAC meetings to the Policy Board at regular scheduled meetings or by written report.”

The agenda of CAC, TAC and Policy Board are set to always include opportunities for public comments. The Policy Board meeting agenda includes “report from CAC” as well as an elaborate instruction on how the public can testify.²⁰

Mid-year CAC orientation is provided annually for new representatives or as a refresher course. The OahuMPO staff has initiated a CAC mid-year self-assessment in 2017 which it intends to continue in the future. An annual year-in-review was initiated in 2019 and will also continue in the future.

Meetings

Hawai‘i’s sunshine law, language access law, and ADA guidance manual will shape some of the techniques that the OahuMPO uses for continuous involvement. Public notices for regular meetings will be posted on the state, county, and OahuMPO electronic calendars at least six days before meeting day. They will be held at times and locations that are accessible and convenient to the public. The meeting packets will be posted online and available for public inspection at the time it is distributed to members. The meetings will be recorded, and written summary will serve as minutes. The draft minutes are posted online within 30 days after the meeting and final ones a month after. Meeting notices shall also have the following instruction:

¹⁹ CAC Bylaws in posted on https://www.oahumpo.org/?wpfb_dl=1442

²⁰ Agenda and minutes are posted on <https://www.oahumpo.org/about-mpo/committees/>

“To request language interpretation, an auxiliary aid or service (i.e., sign language interpreter, or materials in alternative format), contact OahuMPO at 587-2015 (voice only) six (6) days prior to the meeting date. TTY users may use TRS to contact our office. Please note that requests made less than the six (6) days requested cannot be assured.”

Instructive resources for meeting Hawaii’s laws include:

1. Office of Information Practice and Hawai’i Sunshine Law or open meeting law
oip.Hawaii.gov/laws-rules-opinions/sunshine-law/
2. Disability and Communication Access Board and ADA resources
health.Hawai’i.gov/dcab/ada-coordination/
3. Hawai’i Language Access Office and language access law
health.Hawai’i.gov/ola/what-is-the-law/

Website

The website, www.oahumpo.org, is a crucial mechanism for linking clear, timely, and accurate information with the general public. Currently, it has six channels – Home, About OahuMPO, Projects, Plans and Programs, Resources, and Get Involved. The **Home page** brings attention to meetings and events. It also leads to a GIS-based visual tool that shows where current TIP projects are. **About OahuMPO** leads to the web pages for the Policy Board, TAC, CAC, and essential meeting materials. **The Plans and Programs** menu links to Policy Board-approved policies and procedures for plan development. It also leads to pdf files of the latest plans. **Get Involved** leads to different ways to be involved, from being on the mailing list to participate in any current survey. The website is monitored for accessibility with the help of the online tool, <https://www.webaccessibility.com/>, and deficiencies are solved with the assistance of the OahuMPO website service provider. The ADA rating provided by the tools is an indicator but other access issues, especially among people who do not use the internet for information, will be addressed differently.

APPENDIX 9

Beyond OahuMPO's Standard Methods - Ideas from Maui

(Source: Adapted from Maui MPO Public Participation Plan)

Press and Public Media

- Post notices of key meetings and public review drafts in print and online news sources
- Provide news releases and a list of proposed projects with maps and narrative related to particular areas of Oahu, to be published during public comment periods
- Visit minority media outlets to encourage the use of OahuMPO news releases
- Submit articles for publication in community/corporate newsletters
- Invite reporters to OahuMPO meetings
- Meet with the editorial staff
- Opinion pieces/commentaries
- Purchase display ads Radio, TV, and Other Media Forums
- Inform listeners and viewers about upcoming meetings and events
- Newspaper/ Online News: Civil Beat, KHON2, MidWeek, Star- Advertiser, Hawaii News Now, and others

Public Workshops

- Co-host workshops with community groups, partner agencies, business associations.
- Hold workshops in ADA-accessible public places (e.g., a neighborhood community center, library, town center, or shopping mall) to encourage broad participation
- Sponsor a topical forum or summit with partner agencies or community groups
- Encourage opportunities for public input directly to Policy Board members
- Open houses with break-out sessions for smaller group discussions on multiple topics
- Vary the time of day for workshops (day/evening)

Special Presentations

- Share information about the OahuMPO and encourage input on transportation planning
- Deliver presentations as part of the other Planning update process geared toward addressing specific community plan issues related to transportation and land use (e.g., Community Sustainability Plan).
- Announce specific times and locations where input can be given on OahuMPO plans
- Develop special presentations to interested groups, associations, or bodies

- Request to appear on the agendas of the City and County Council, State Legislature, Planning Commission, etc.
- Contract with community-based organizations in low-income and minority communities for targeted outreach

Exhibits at Events

- Festivals and other events – ethnic, music, and others
- Farmers’ markets
- Athletic events
- County fair, school fairs, health fairs

Social Media (Facebook)

- Links to comprehensive information about OahuMPO products; workshop materials, audio recordings of past meetings and events; Public comment form and electronic surveys; Links to relevant resources and planning data; User-friendly documents (including use of executive summaries); Outside review of publications to ensure clear, concise language

Visualization Techniques

- Maps, charts, illustrations, photographs
- Graphic renderings of concepts/plans
- Electronic voting at workshops
- PowerPoint slide shows
- Video clips

Techniques for Reporting on Impact of Public Comments

- Summarize key themes of public comments in staff reports to Policy Board, TAC, CAC
- Email to participants from meetings, surveys, etc. to report outcomes

Community-based and Faith-based Outreach

- As appropriate, request placement of notices on-board transit vehicles (TheBus)
- Seek out locations such as community centers, places of worship, YMCAs, and Boys and Girls Clubs to distribute comment cards and/or make presentations and receive comments.

Reference:

https://mauimpo.org/sites/mauimpo.org/files/document/pdf/170522_FINAL%20Maui%20MPO%20Public%20Participation%20Plan_Policy%20Board%20adopted.pdf

APPENDIX 10

Illustration of Context and Comprehensive Approach

Kalihi-Downtown Neighborhood: A Comprehensive Approach in a Nutshell

In engaging members of the Honolulu Downtown and Kalihi neighborhoods in Transit-Oriented-Development planning, the proponents recognized the need to create public confidence in their planning process. Their solution was to have a comprehensive public participation program that sought broad-based understanding and interests of the community. Their proposed techniques and tools included the following:

For encouraging participation:

- advertise workshop – press release, list serve, utility bills, meeting notices, etc.
- provide information session – to neighborhood groups, businesses and gathered input for evolving business; note the need to reach out to students from community mapping
- incentives for participation – refreshments to encourage community members to come to workshops or fill out a survey
- businesses - walk door-to-door

To capture as many voices, including traditionally underrepresented groups:

- an advisory group of 15-20 members who are consulted at different stages
- community workshops – present vision and engage individuals to present theirs via different activities (e.g. defining own neighborhood maps)
- small group stakeholders’ meetings –for stakeholders with special interests or individuals who want a smaller setting to express their thoughts
- questionnaires, community needs assessment surveys, business needs assessment survey, employee needs assessment survey
- hearings/ community meetings – city council meeting, neighborhood board meetings on the evolving plan and final plan
- project website to contain all information presented to the community
- online forum but not Facebook and Twitter as monitoring the latter 2 require staff time.

Graphics

Deemed essential for effective public participation. It includes rendering, videos, and other visualization.

Source: DPP

APPENDIX 11

Progression of Performance Indicator Development

Best Practices	Project or Plan Phases			
	Developing Vision and Goals	Drafting Strategies	Developing Transportation Plan Content	Project Development
Coordinate expectations	Did the public have a role in setting the planned level of involvement?	Percent of public project documents clearly stating planned level of involvement.	Percent of interim public project documents clearly stating level of involvement.	If level of involvement changed, describe in all public project documents.
Designate resources	Identify and budget for level of participation evaluation appropriate for project vision and goals.	Coordinate staffing and consultants for performance management.	Were staff and other resources sufficient to support engagement in developing content?	Were resources consistently available through project development?
Ensure fairness	Do demographics of early participants match the project community?	Are disadvantaged groups represented?	Were interim drafts shared with disadvantaged groups for comment?	How did project changes reflect the needs of local communities?
Stay flexible	Does a planned evaluation allow for measures to be added in the process?	Did staff open discussions about strategies to the public?	Did the number of communities involved increase during the project?	How were new participants incorporated in the process?
Distinguish outputs from outcomes	Record basic participation statistics (outputs), and describe results from initial engagement (outcomes).	Track participation (outputs). Note whose strategies affect plans (outputs).	How much of the plan was developed by the public? (outputs) How did staff use their suggestions? (outcomes)	Track public comments (outputs), and resulting changes to plan (outcomes).
Use qualitative and quantitative measures consistently	Outputs are more often quantitative. Outcomes are more often qualitative.	Are the number of strategy comments representative? (quantitative) Are the suggestions usable? (qualitative)	How many early participants contributed to the plan content? (quantitative) Did their contributions affect substantive changes? (qualitative)	Number of participants (quantitative) Were the changes substantive, or minor? (qualitative)
Track over time	Specific goals with quantitative measures support annual evaluation.	Track strategies from planning through implementation	Record contributions in a consistent manner from one plan to its update.	Number of comments between two or more plan revisions.
Keep it simple—start small	Define a key quantitative goal for early involvement.	Record changes on the key goal during next-phase involvement.	Briefly report initial engagement results during content development.	Share basic results with communication staff for dissemination on a website and public discussions, as applicable.

Source: Measures for Public Participation by Texas A&M Transportation Institute, Performance
<https://static.tti.tamu.edu/tti.tamu.edu/documents/PRC-17-89-F.pdf>



Oahu **MPO**

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Website: www.oahumpo.org
Tel. No. (808) 587-2015

OahuMPO's Internal CHECKLIST FOR PPP FEDERAL REQUIREMENTS

Provision
The MPO shall develop the participation plan in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:
- Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;
-Providing timely notice and reasonable access to information about transportation issues and processes;
-Employing visualization techniques to describe metropolitan transportation plans and TIPs;
(iv) Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;
(v) Holding any public meetings at convenient and accessible locations and times;
(vi) Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;
(vii) Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;
(viii) Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts
(ix) Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and
(x) Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.
(2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93 , subpart A), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.

(3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web, to the maximum extent practicable.

(b) In developing [metropolitan transportation plans](#) and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the MPA that are affected by transportation (including [State](#) and local planned growth, economic development, tourism, natural disaster risk reduction, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, the MPO shall develop the [metropolitan transportation plans](#) and TIPs with due [consideration](#) of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:

(1) Recipients of assistance under title [49 U.S.C. Chapter 53](#);

(2) Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and

(3) Recipients of assistance under [23 U.S.C. 201-204](#).

(c) When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the [metropolitan transportation plan](#) and the TIP.

(d) When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the [metropolitan transportation plan](#) and the TIP.

(e) MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under [§ 450.314](#).