

OVERALL WORK PROGRAM
Fiscal Year 2020
(July 1, 2019 – June 30, 2020)

Endorsed by the OahuMPO Policy Board on
xx/xx/xxxx

Proposed Final Draft

Revision #1



Prepared by

OAHU METROPOLITAN PLANNING ORGANIZATION

In Cooperation with Its Member Agencies

State of Hawaii Department of Transportation
City and County of Honolulu Department of Transportation Services
Honolulu Authority for Rapid Transportation

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Executive Summary

Revision #1 proposes an additional \$444,000 in federal funding and \$111,000 in non-federal match funding. The additional funding will be used to ensure sufficient staff budget for the remainder of the year and increase consultant contract fee for work resulting from the Senior Transportation Planner vacancy.

The additional federal funding is available to OahuMPO to obligate upon approval of this amendment. The additional non-federal match funding will be obtained from member agency dues, putting total dues to be collected for the FY2020 at \$103,108 per member. This is below the annual \$125,000 estimate of member dues. The member dues will be invoiced in February 2020.

This revision qualifies as an amendment because it is greater than a 10% difference in OahuMPO's overall OWP budget and changes the scope of OahuMPO tasks. Since it is an amendment it requires public review (which has been completed) and Policy Board approval.

Table ES-1. Expended Funding Sources and Programmed Expenditures

Expected Funding Sources	Total
FHWA-PL & FTA 5305(d)	\$1,885,805
Non-federal source for planning studies	\$630,000
Agency dues	\$375,000 \$486,000
	\$2,890,805
Subtotal: FY2020 New Funding	\$3,001,805
Estimated unobligated balance of FHWA funds	\$4,389,522
	\$7,280,327
TOTAL AVAILABLE FUNDING	\$7,391,327

Programmed Obligations	Total
OWP FY2020 Total Request	\$5,025,000 \$5,580,000

Introduction

This document presents Revision # 1 to the FY 2019-2020 Overall Work Program (OWP) for the Oahu Metropolitan Planning Organization (OahuMPO). The OWP serves as the key management tool for coordinating and conducting the transportation planning activities of the OahuMPO, State of Hawaii (State), City and County of Honolulu Department of Transportation Services (DTS), and Honolulu Authority for Rapid Transportation (HART) on the island of Oahu. The OWP is a prerequisite for metropolitan transportation planning activities performed with Federal funds provided under 23 United States Code (U.S.C.) and 49 U.S.C. 53.¹

Types of OWP Revisions

According to the Overall Work Program (OWP) Process and Procedures (September 2015), the OWP may be revised in two ways.

An **Administrative Modification** is a revision that transfers funding between approved work elements provided, but:

- The amount of money to be transferred does not exceed \$100,000 per transfer and –cumulatively – changes do not exceed 10% of the total approved budget for that OWP year; and
- The tasks and/or objective of the work element are unchanged.

An Administrative Modification does not require Federal or Policy Board approval. Notification will be given to awarding agency or agencies (FTA, FHWA), the Policy Board, and the advisory committees; and the changes to the work element will appear in the next fiscal year's OWP. No public, CAC, intergovernmental, TAC, or Policy Board reviews are required.

An **Amendment** is a revision that

- Exceeds the limits of an Administrative Modifications as shown above,
- The objective and/or tasks of the work element have changed; and/or,
- A new work element is added; and/or
- A work element is deleted.

An amendment to the OWP must go out for review by the CAC, general public, interested parties, intergovernmental review, and TAC. It must be approved by the Policy Board. The approved amendment must be sent to the awarding agency or agencies for its acceptance prior to incorporation into the work program.

Revision #1 Summary

OahuMPO seeks to add \$555,000 to the OWP FY2020 budget through Revision #1 and to correct errors made in the accounting of member dues. Revision #1 is an amendment because it programs funds in excess of \$100,000.

Staffing

Due to a vacancy in the Senior Transportation Planner position, OahuMPO plans to increase the scope of work of the consultant working on the Oahu Regional Transportation Plan (Task 4.1), a federally required work product. Funds added to the ORTP work element will support the completion of critical work tasks between the date of approval of Revision #1 and the next cycle of the Overall Work Program. While the

¹ 23 CFR 450.308.
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tasks and deliverables for the ORTP remain unchanged, the following pages specify the tasks to be performed by the consultant.

Additional funds for staff time will support a temporary Transportation Planner to work on special projects including the developmental of a Strategic Plan, and a full-time intern.

Accounting

OahuMPO has found that accounting errors were made in the OWP FY2020 regarding the total amount of member dues unexpended from FY2019 and in the budgeting of paid time off in OahuMPO Overhead. Revision #1 corrects these errors.

Additional Changes

Revision #1 also transfers funds between work elements in accordance with projected expenditures of staff time. These transfers correct prior instances of over or underbudgeting for annual work elements but do not change the scope of work.

Proposed changes are shown in red text on the following pages. Proposed new text is shown in red, while text to be deleted is shown as ~~strike through~~.

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Non-Federal Share of MPO Operations – Member Dues

Federal funds that support OahuMPO staff time are matched with non-Federal funds provided by three agencies: the State Department of Transportation, the City and County of Honolulu Department of Transportation Services, and Honolulu Authority for Rapid Transportation. These funds are referred to as member dues. Members contribute \$125,000 each annually to support OahuMPO operations. Each year, any unspent and unencumbered balance from the previous year's dues is calculated and used to offset the dues requirements for the current year.

The additional member dues requested in Revision #1 will be described in separate sections below and then totaled on the following page.

Part 1: Correction of Accounting Error of Member Dues

When calculating unexpended dues from OWP FY2019, OahuMPO included the match for two OahuMPO planning studies, the Central Oahu Transportation Study and the Farrington Highway Makaha Beach Park Realignment Feasibility Study. These matching funds are encumbered and should not have been credited back to agency partners.

The OWP FY2020 programmed OahuMPO staff time and consultant work in accordance with a local match of \$375,000 from member dues. Once ~\$89,000 in encumbered matching funds for the above-mentioned studies was subtracted from the balance of member dues, the result was OahuMPO beginning the state fiscal year short on matching funds for activities programmed in the OWP. The dues requested in this section will correct this accounting error.

Table 1: Correction of Member Dues for Original FY2020 OWP

Description	Total
Member Dues Remaining as of 6/30/19	\$265,530
Farrington Highway Makaha Beach Park Realignment Feasibility Study - Local Match Balance	-\$71,780
Central Oahu Transportation Study - Local Match Balance	-\$17,073
Total unexpended unencumbered dues remaining	\$176,677
Credit to each partner agency (1/3 of above total)	\$58,892
Annual supporting funds per agency	\$125,000
Credit to each partner agency for dues remaining from FY19	-\$58,892
Subtotal	\$66,108
Credit to each agency for dues paid in August 2019	-\$35,015
Invoice to each agency following endorsement of Revision #1 (part 1 of Member Dues Section)	\$31,093

Part 2: Additional Member Dues Requested

Revision #1 programs an additional \$555,000 in funds for which \$111,000 in member dues is needed as the 20% local match. These funds will support an increase to the scope of work of a consultant contract as noted in the Introduction and on page 6. Revision #1 also adds funds to OahuMPO Overhead in Task 1.1 (Program Administration & Management) to fund paid time off for staff.

Total OahuMPO supporting funds for OWP FY2020 Revision #1	\$111,000
Invoice to each agency following endorsement of Revision #1 (1/3 of above total)	\$37,000

Member Dues Totals

This section totals the member dues calculated in Parts 1 and 2 above.

Member Dues Requested in Part 1	\$31,093
<u>Member Dues Requested in Part 2</u>	<u>\$37,000</u>
TOTAL	\$68,093

The member dues request of \$68,093 in Revision #1 and the \$35,015 in dues paid in August 2019 adds up to \$103,108 – well within the total amount of \$125,000 that partner agencies contribute annually.

Task 1: MPO Management & Program Administration

1.1 Program Administration & Management

- Preparation for and attendance of properly noticed Policy Board, Technical Advisory Committee and Citizen Advisory Committee meetings.
- Professional Development of OahuMPO staff and Policy Board members in the form of conferences, training sessions, webinars and membership in applicable professional associations.
 - In FY 2020, OahuMPO anticipates that Policy Board members may attend conferences for the purpose of learning about MPO best practices that may be applied to the Oahu Transportation Management Area.
 - In preparation for the purchase of data to update the Travel Demand Forecasting Model, OahuMPO plans to purchase a membership to the Technical Advisory Committee of the NextGen National Household Travel Survey pooled fund study. As a TAC member, OahuMPO will be part of the discussion on how this new form of the National Household Travel Survey will be carried out, and will be able to purchase additional Oahu surveys as well as add additional questions to the surveys. An OahuMPO employee will be traveling to the annual TAC meeting to discuss the topic, and to receive valuable information on the NHTS processes and datasets, contributing to the professional development of the employee and OahuMPO as a whole.
- Provision of education and orientation sessions for the Policy Board and Technical Advisory Committee per their respective by laws.
- Maintenance of staff timesheets
- Maintenance of individual computers and the OahuMPO computer network
- OahuMPO Overhead/Indirect Costs
- Participation in other regional and statewide planning activities and with organizations that impact the regional multimodal transportation system.
- Planning and funding of NHI Courses on Oahu for local and state agencies as recommended in the 2018 Certification Review.
- Completion of a five-year Strategic Plan as recommended in the 2018 Federal Certification Review.
- Preparation for an update to OahuMPO's foundation documents in accordance with the Strategic Plan.

Task 3: Short Range Planning

3.2 Transportation Alternatives Program Coordination (301.18-18)

OahuMPO is responsible for the funding allocated to Oahu under the Transportation Alternatives Program. This includes the TAP-U program under MAP-21 (Moving Ahead for Progress in the Twenty-First Century) and the STBG TA set aside under the FAST Act. TAP-U funding is generally available for implementing projects that support bicycling and pedestrian modes of transportation. OahuMPO staff will develop procedures for soliciting, evaluating, and awarding TAP-U funding; monitor project implementation; and coordinate with grantees, DTS, and HDOT to ensure timely implementation of projects and use of TAP-U funds.

Responsible agency: OahuMPO
Project schedule: On-going

OahuMPO does not anticipate releasing a TAP call for projects in FY2020 but will expend limited hours in preparation to complete a call for projects in FY2021.

Task 4: Long Range Planning

4.1 Oahu Regional Transportation Plan (301.16)

The Oahu Regional Transportation Plan (ORTP) is the federally required deliverable supported by this Work Element. It is a forecast and assessment of anticipated project and programs that may be developed during the next 20-years. The plan assists in educating decision-makers about the options that are available to improve the transportation system and how they address mobility needs and ensure that programming is based on a full understanding of a policy framework, the role of data, and technical analyses.² An update to the ORTP is required every five years, with the next one due by April 2021.

Included in the ORTP is Transportation Revenue Forecasting & Alternative Revenue Exploration. This task forecasts the "reasonably expected" future revenues for transportation for the State and the City under existing policies. It estimates the average impact to households of existing policies, identifies and evaluates various potential alternative transportation funding sources. Additionally, it provides a forecast of future revenue impacts for each government entity as compared to the baseline established in Objective 1 of various alternative revenue policies.

4.1a With the funds added to the consultant contract in Revision #1, Jacobs will further assist OahuMPO with the production of the 2045 Oahu Regional Transportation Plan. Additional major tasks will include:

1. Generating drafts and finalizing two chapters of the plan: existing conditions and funding and implementation;
2. Facilitating discussions of those chapters with OahuMPO's ORTP working group, advisory committees, and Policy Board;
3. Assisting OahuMPO with evaluating and prioritizing projects;
4. Facilitating discussions of evaluating and prioritizing projects with OahuMPO's ORTP working group, advisory committees, and Policy Board

Responsible agency: OahuMPO

Project schedule: On-going

² See NCHRP Report 591, *Factors that support the Planning-Programming Linkage*, (Transportation Research Board), Table 6 on page 27 and section 5.2.4(14) on page 60.
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OahuMPO Staff Structure and Pay Ranges

One of the biggest expenses for OahuMPO is staff. The Policy Board approves staff positions and pay ranges. The current approved staffing plan for the agency includes eight full-time equivalent (FTE) staff members, one part-time clerk typist. **As of Revision #1 of the OWP FY2020, OahuMPO will begin budgeting annually for one full time intern position for a total of ten staff members. The Transportation Planner working on special projects is temporary.**

Brief descriptions of job responsibilities and the approved pay ranges for each position are as follows:

- **Executive Director (\$80,000 - \$124,000):** responsible for the implementation of the metropolitan transportation planning process; responsible for the OWP process as well as preparing OahuMPO budgets; prepares, updates, clarifies operational policies and procedures; hires OahuMPO staff and manages day-to-day operations; monitors Administrative Supplemental Agreement; oversees personnel and human resource matters; represents the Policy Board in meetings, and is the Policy Board coordinator.
- **Senior Transportation Planner (\$72,000-\$103,000):** responsible for the ORTP process as well as overseeing modeling work and products completed internally or by participating agencies or consultants; manages and completes various corridor and sub-area studies led by the OahuMPO; supervises and coordinates the work of the Transportation Planner and Planning Analyst.
- **Transportation Planner (\$59,000 – \$88,000):** responsible for assisting the Senior Transportation Planner in the development and maintenance of the ORTP; maintains and implements the Transportation Alternatives Program; manages the completion of various corridor and sub-area studies led by OahuMPO.
- **Transportation Impact Analyst (\$59,000 - \$88,000):** responsible for development and maintenance of the Transportation Improvement Program; maintains data bases and communicates with participating agencies regarding transportation data; monitors transportation system performance, collects data and analyzes; maintains the Data-Sharing Supplemental agreement and recommends updates as needed; monitors performance measures and targets and recommends updates as needed; maintains and implements the agency's performance-based planning and programming process.
- **Planning Program Manager (\$65,000 - \$95,000):** responsible for monitoring and assisting Federal grant subrecipients; serves on steering committees for participating agency projects; provides intergovernmental staff interface to carry out the metropolitan transportation planning process; is the coordinator for the Technical Advisory Committee.
- **Community Planner (\$59,000 - \$88,000):** responsible for developing, maintaining, and implementing the Public Participation Plan; is the coordinator for the Citizen Advisory Committee; monitors Title VI & Environmental Justice issues and completes reports as needed; maintains website and social media resources; serves as OahuMPO's "customer service representative" to the public.
- **Accountant (\$50,000 - \$80,000):** responsible for all financial and accounting matters related to the OahuMPO, including general accounting functions and financial management/reporting; monitors and maintains the Finance Supplemental Agreement; also serves as procurement specialist for the agency.
- **Office Manager (\$49,000 - \$79,500):** responsible for overseeing day-to-day administrative functions of the OahuMPO office, including answering phones, filing, copying, mailing, meeting coordination, posting meeting notices, and preparing meeting minutes; assists the Executive Director in developing policies and procedures consistent with applicable State and Federal laws and regulations; supervises the Secretary.
- **Secretary (\$40,000-\$63,000):** responsible for assisting the Office Manager with routine typing, filing, and mail-out of meeting agenda packets, and other duties as needed.
- **Intern (\$18/hour - \$22/hour):** responsible for assisting the Transportation Planner with the preparation and development of the ORTP, as well as technical assistance with any corridor and sub-area studies led by OahuMPO. Also responsible for assisting the Community Planner in the coordination and execution of Citizen Advisory Committee meetings, and any of their associated committees and permitted interaction groups. In addition, the intern will also be responsible for

assisting with community engagement for the ORTP and any other sub-area and corridor studies led by OahuMPO.

- **Transportation Planner – Special Projects (\$59,000 - \$88,000):** responsible for the development of a Strategic Plan and the coordination of revisions needed to the supplemental agreements between OahuMPO and partner agencies.

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Budget Summary – Tasks 1 & 2

TASK 1: Program Administration & Management		Funding Request for OWP FY2020			OWP FY2020 Revision #1			Difference
Task	Title	FHWA-PL	Local Match	Total	FHWA-PL	Local Match	Revision #1 Total	
1.1	Program Administration & Management	\$440,000	\$110,000	\$550,000	\$648,800	\$162,200	\$811,000	\$261,000
1.2	OWP Development & Management	\$40,000	\$10,000	\$50,000	\$53,600	\$13,400	\$67,000	\$17,000
1.3	Subrecipient Monitoring	\$20,000	\$5,000	\$25,000	\$15,200	\$3,800	\$19,000	-\$6,000
1.4	Single Audit - Staff	\$24,000	\$6,000	\$30,000	\$32,000	\$8,000	\$40,000	\$10,000
1.4a	Single Audit - Auditor	\$24,000	\$6,000	\$30,000	\$24,000	\$6,000	\$30,000	\$0
1.4b	Single Audit - Spires	\$48,000	\$12,000	\$60,000	\$48,000	\$12,000	\$60,000	\$0
1.5	Public Participation Plan & Title VI/EJ Monitoring	\$36,000	\$9,000	\$45,000	\$16,800	\$4,200	\$21,000	-\$24,000
TOTAL		\$632,000	\$158,000	\$790,000	\$838,400	\$209,600	\$1,048,000	\$258,000

TASK 2: Data Development & Maintenance		Funding Request for OWP FY2020			OWP FY2020 Revision #1			Difference
Task	Title	FHWA-PL	Local Match	Total	FHWA-PL	Local Match	Revision #1	
2.2	Comprehensive Data Management & Sharing Study - Consultant	\$104,000	\$26,000	\$130,000	\$104,000	\$26,000	\$130,000	\$0
2.2a	Comprehensive Data Management & Sharing Study - Staff Time	\$28,000	\$7,000	\$35,000	\$12,000	\$3,000	\$15,000	-\$20,000³
2.3	Computer Model Operations and Support - Consultant	\$160,000	\$40,000	\$200,000	\$160,000	\$40,000	\$200,000	\$0
2.3a	Computer Model Operations and Support - Staff Time			\$0	\$16,000	\$4,000	\$20,000	\$20,000
TOTAL		\$292,000	\$73,000	\$365,000	\$292,000	\$73,000	\$365,000	\$0

³ Note Additional Changes paragraph on page 5
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Budget Summary – Tasks 3 & 4

TASK 3: Short Range Planning		Funding Request for OWP FY2020			OWP FY2020 Revision #1			Difference
Task	Title	FHWA-PL	Local Match	Total	FHWA-PL	Local Match	Revision #1	
3.1	Transportation Improvement Program	\$60,000	\$15,000	\$75,000	\$32,000	\$8,000	\$40,000	-\$35,000
3.2	Transportation Alternatives Program Coordination	\$20,000	\$5,000	\$25,000	\$5,600	\$1,400	\$7,000	-\$18,000
3.13	TDM Plan	\$428,000	\$107,000	\$535,000	\$428,000	\$107,000	\$535,000	\$0
3.14	Vision Zero Action Plan	\$1,600,000	\$400,000	\$2,000,000	\$1,600,000	\$400,000	\$2,000,000	\$0
3.15	New Mobility Plan	\$452,000	\$113,000	\$565,000	\$452,000	\$113,000	\$565,000	\$0
3.16	Autonomous Vehicle Planning Study	\$40,000	\$10,000	\$50,000	\$40,000	\$10,000	\$50,000	\$0
TOTAL		\$2,600,000	\$650,000	\$3,250,000	\$2,557,600	\$639,400	\$3,197,000	(\$53,000)

TASK 4: Long Range Planning		Funding Request for OWP FY2020			OWP FY2020 Revision #1			Difference
Task	Title	FHWA-PL	Local Match	Total	FHWA-PL	Local Match	Revision #1	
4.1	Oahu Regional Transportation Plan - Staff Time	\$92,000	\$23,000	\$115,000	\$88,000	\$22,000	\$110,000	-\$5,000
4.1a	ORTP - Consultant (Jacobs)	\$240,000	\$60,000	\$300,000	\$524,000	\$131,000	\$655,000	\$355,000
4.1b	ORTP - Consultant (DTL)	\$76,000	\$19,000	\$95,000	\$76,000	\$19,000	\$95,000	\$0
4.2	Congestion Management Process Update	\$8,000	\$2,000	\$10,000	\$8,000	\$2,000	\$10,000	\$0
4.2a	Congestion Management Process Update - Consultant (Jacobs)	\$80,000	\$20,000	\$100,000	\$80,000	\$20,000	\$100,000	\$0
TOTAL		\$496,000	\$124,000	\$620,000	\$776,000	\$194,000	\$970,000	\$350,000

TOTAL ALL TASKS \$4,464,000 \$1,116,000 \$5,580,000 \$555,000

Summary of Funding and Programmed Expenditures

Table 1 summarizes programmed expenditures by task, with the breakdown of federal and non-federal funding sources.

Table 1. OWP FY2020 Revision #1 Budget Summary by Task

Task	Title	FHWA-PL & FTA 5305	Non-Federal Match Member Dues	Non-Federal Match Partner Agency Studies	Total
1	MPO Management & Program Administration	\$632,000 \$838,400	\$158,000 \$209,600	\$0	\$790,000 \$1,048,000
2	Data Development & Maintenance	\$292,000	\$73,000	\$0	\$365,000
3	Short Range Planning	\$2,600,000 \$2,557,600	\$20,000 \$9,400	\$630,000	\$3,250,000 \$3,197,000
4	Long Range Planning	\$496,000 \$776,000	\$124,000 \$194,000	\$0	\$620,000 \$970,000
TOTAL		\$3,741,126 \$4,464,000	\$375,000 \$486,000	\$630,000	\$5,025,000 \$5,580,000

Table 2 shows the total anticipated funding sources and programmed expenditures for FY2020 OWP. Expected funding sources includes the dues that OahuMPO participating agencies must contribute to leverage the Federal funds programmed in that year. OahuMPO's FY2020 OWP totals ~\$5 million; funding is available for the entire program. The "Difference" shows that there is an available pool of unobligated funds from which OahuMPO can draw when additional local match is available.

Table 2. Summary of Estimated FY 2020 Revenues and Programmed Expenditures (SUBJECT TO CHANGE)

Description	FHWA-PL & FTA 5305(d)	Member Agency Dues	Study Match - All Agency Partners	Total
FY2020 Expected Funding Sources	\$1,885,805	\$375,000 ⁴ + \$111,000 ⁵ \$486,000	\$630,000	\$3,001,805
Estimated Unobligated Balance	\$4,389,522 ⁶	\$0	\$0	\$4,389,522
Total Available Funding (Sum of two above rows)	\$6,275,327	\$486,000	\$630,000	\$7,391,327
Programmed Obligations (Subtract from above row)	\$4,464,000	\$486,000	\$630,000	\$5,580,000
Difference	\$1,811,327	\$0	\$0	\$1,811,327

⁴ See Member Dues section Part 1. A portion of this \$375,000 will fund the match needed for planning studies programmed in prior years.

⁵ See Member Dues section Part 2.

⁶ The original OWP FY2020 identified \$574,109 of unobligated FTA funds. This was an error. The unobligated balance shown here is FHWA funds only. OahuMPO receives approximately \$278,000 of FTA funds annually and expends the full amount on Task 1 work elements.

Public and Intergovernmental Comments and Dispositions

The Intergovernmental review period for the FY 2020 Overall Work Program Revision #1 began on December 3, 2019 and concluded on December 18, 2019. One of the agencies that responded provided comments. Summaries of those comments and OahuMPO's responses are below.

No comments were received from the public.

Comment #	Content/Section	Originator (Person/agency sending in comment)	Comments	Response
1	Executive Summary, 3rd Paragraph	Department of Planning and Permitting	Correct the figure at end of paragraph to \$5.5 million (not \$5 million).	Substantial edits were made to the Executive Summary following the release for public & intergovernmental review. A similar sentence now states that the total programmed in the OWP FY2020 is \$5,580,000
2	Part 2	Department of Planning and Permitting	Correct the figures in last paragraph thusly: "The member dues request of \$68,093 in Revision #1 and the \$35,015 in dues paid in August 2019 add up to \$103,108 - well within the total amount of \$125,000 that partner agencies contribute annually."	Correction made.
3	Table 2, Row 4	Department of Planning and Permitting	Correct the Total figure to \$7,391,327 (not \$7,280,327)	Correction made.
4	Table 2, Row 6	Department of Planning and Permitting	Correct the Total figure to \$1,811,327 (not \$1,700,327)	Correction made.
5		Spectrum Oceanic LLC	No Comment	
6		Department of Parks and Recreation	No Comment	
7		Board of Water Supply	No Comment	