

OVERALL WORK PROGRAM
Fiscal Year 2022
(July 1, 2021 – June 30, 2022)

Endorsed by the OahuMPO Policy Board on
XX, XX, 2021

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

This report was funded in part through grants from the Federal Highway Administration and Federal Transit Administration, United States Department of Transportation. The views and opinions of the agency expressed herein do not necessarily state or reflect those of the United States Department of Transportation.

Executive Summary

Revision #1 proposes the following changes to subrecipient studies with obligated funds:

- The deletion of the Mass Transit Joint Feasibility Study
- A reduction of the funds obligated for the Transportation Demand Management Plan.

Because these changes are to subrecipient work elements funded in prior OWP cycles, these changes do not impact OahuMPO's budget for FY2022.

The funds made available as a result of these changes will be obligated to programmed subrecipient planning studies that are ready to proceed. These studies are identified in the Amendments table on page 7.

Revision #1 also proposes the cancellation of programmed (previously approved) subrecipient work elements that are not currently funded, and the addition of a new Appendix.

This revision qualifies as an amendment because it includes the deletion of a work element. As an amendment, it requires public & intergovernmental review and Policy Board approval.

Introduction

This document presents Revision #1 to the FY2022 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, consistent with the following:

- 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 the 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 & intergovernmental, CAC, TAC, or Policy Board review are required.

An **Amendment** is a revision that exceeds the limits of an Administrative Modifications as shown above, and the following applies:

- The objective and/or tasks of the work element have changed; and/or,
- A new work element is added or deleted

An amendment to the OWP must go out for review to the general public, interested parties, intergovernmental agencies, the CAC and the 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

Revision #1 is an amendment that makes changes to obligated and programmed subrecipient studies and adds an Appendix.

Obligated Subrecipient Studies:

- **Mass Transit Joint Feasibility Study**
This work element was programmed in FY2018 in the amount of \$302,400. DTS canceled the study because the charter amendment and the reorganization has been completed. DTS requested that OahuMPO de-obligate the funds.
- **Transportation Demand Management Plan**

¹ 23 CFR 450.308.

This work element was programmed in FY2020 in the amount of \$535,000. DTS executed a consultant contract in the amount of \$483,354 and requested that OahuMPO reduce the obligated funds to this amount.

Revision #1 and Fiscal Constraint

The proposed changes to obligated studies will free up funds for obligation to programmed subrecipient work elements that are ready to proceed. Fiscal constraint of the OWP FY2022 Revision #1 is demonstrated in the Amendments table on page 7. This table shows all changes made to prior year work elements in the OWP FY2022 and those changes proposed in Revision #1. The net total of funds needed for these changes is \$96,144 (\$76,915 federal / \$19,229 local. Table 8 shows that sufficient funding is available to support these proposed amendments in addition to the OWP FY2022 request of \$2.62 million. As with all subrecipient studies, the 20% local match will be provided by the subrecipient.

Programmed Subrecipient Studies: The below programmed studies were approved in prior OWP cycles but funds have not been obligated. DTS has requested that they be deleted from the OWP.

- Royal Kunia Public Transit and Day-Care Facility
- Waikiki Loading Zone Management Study
- New Mobility Plan

New Appendix D:

OahuMPO is adding an Appendix in this revision that brings all the financial tables together in one place for ease of reference.

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

Task 3: Short Range Planning

Work Elements Programmed and Obligated

- ~~Oahu Mass Transit Joint Feasibility Study (203.06-18)~~

~~The Oahu Mass Transit Joint Operations Feasibility Study (“the study”) shall examine various operational alternatives for bus – rail mass transit operations on Oahu, including but not limited to joint operations, independent operations and/or hybrid operations. The study shall examine Oahu’s existing bus mass transit system as a baseline, Honolulu’s rail mass transit project, including but not limited to projected rail operations, and other bus – rail systems and operations in peer municipalities and cities nationally and world-wide.~~

~~Responsible agency: DTS~~

~~Project schedule: July 2018-June 2022~~

Work Elements Programmed in Previous OWP Cycles – Task 3

- ~~Royal Kunia Public Transit and Day-Care Facility Master Plan (203.13-19)~~

~~This study will develop preliminary planning and design alternatives for the redevelopment of the existing Royal Kunia park and-ride facility and transit center as a mixed-use facility including a light duty maintenance facility for the City and County of Honolulu’s paratransit (TheHandi-Van) vehicles, public transit park and-ride and transit center, and a multi-generational day care facility.~~

~~Responsible agency: DTS~~

- ~~Waikiki Loading Zone Management Study (203.11-19)~~

~~The Waikiki Loading Zone Management Study will conduct site-specific transportation assessments using methodologies contained in recent reports performed for private sector sponsors to identify, analyze, evaluate and resolve severe commercial vehicle loading conflicts within Waikiki. Those examples include the “Royal Hawaiian Avenue Commercial Vehicle Operator Transportation Assessment” and the “Transportation Assessment of Commercial Vehicle Operations Along Ala Moana Boulevard in Waikiki”.~~

~~Responsible Agency: DTS~~

- ~~New Mobility Plan (204.01-20)~~

~~The primary objective of this study is to develop a New Mobility Plan for the City and County of Honolulu that will provide policies, principles, strategies and specifications to assist in the regulation of disruptive and emerging technologies in the new mobility marketplace.~~

~~Responsible agency: DTS~~

Budget Summary – Task 3

TASK 3 - OBLIGATED

Work Element Description	Cost Category	Agency	OWP Year	Original Budget (Obligated)	Balance as of 07/08/2021
Oahu Mass Transit Joint Feasibility Study	Subrecipient	DTS	FY2018	\$302,400	\$302,400
Multi-Modal Transit Asset Management Plan - Phase 1	Subrecipient	DTS	FY2019	\$250,000	\$125,262
Multi-Modal Transit Asset Management Plan - Phase 2	Subrecipient	DTS	FY2021	\$950,000	\$950,000
Ala Moana Transit Plaza Alternatives Analysis	Subrecipient	DTS	FY2019	\$500,000	\$281,437
Kapolei Maintenance Facility & Transit Center Alternatives Analysis	Subrecipient	DTS	FY2019	\$500,000	\$245,595
Review and Update of Planned Rights of Way for Existing Streets	Subrecipient	DTS	FY2018	\$500,000	\$500,000
Vision Zero Action Plan	Subrecipient	DTS	FY2020	\$1,260,000	\$1,212,687
TDM Plan	Subrecipient	DTS	FY2020	\$535,000 \$483,354	\$516,729 \$455,738
Autonomous Vehicle Planning Study	Subrecipient	HART	FY2020	\$50,000	\$50,000
Planning for Improved Resilience to Coastal Hazards Through Green Infrastructure	Subrecipient	DLNR	FY2021	\$250,000	\$250,000
Multi-Modal Mobility Hub Planning	Subrecipient	DLNR	FY2021	\$125,000	\$125,000
Energy Conservation and Emissions Reduction Plan	Subrecipient	DTS/OCCSR	FY2019	\$500,000	\$500,000

TASK 3 - PROGRAMMED

Work Element Description	Cost Category	Agency	OWP Year	Original Budget (Programmed)
Royal Kunia Public Transit and Day-Care Facility Master Plan	Subrecipient	DTS	FY2019	\$500,000
Waikiki Loading Zone Management Study	Subrecipient	DTS	FY2019	\$235,000
New Mobility Plan	Subrecipient	DTS	FY2020	\$565,000
Alternative Deployment of AV Technology Scenarios Planning	Subrecipient	HART	FY2021	\$50,000
Dillingham Corridor Mobility Data Planning Study	Subrecipient	HART	FY2021	\$100,000
Congestion & Mobility Pricing Study	Subrecipient	DTS	FY2021	\$860,000

FY2022 Amendments Budget Summary – Deobligation & Reobligation

This table shows all changes proposed to prior year work elements in the OWP FY2022 and in Revision #1. The OWP FY2022 amendments made \$424,810 (\$339,848 federal / \$84,962 local) available for obligation. The Revision #1 proposed changes require a net obligation of \$520,954. An additional \$96,144 (\$76,915 federal / \$19,229 local) is needed for the Revision #1 amendments. Table 8 shows that sufficient funding is available to support the obligation request of \$96,144 in addition to the OWP FY2022 request of \$2.62 million.

	Work Element Description	Cost Category	Agency	OWP Year	Currently Obligated			Amendment			Obligated Total After Amendment		
					Total	Federal	Local	Total	Federal	Local	Total	Federal	Local
OWP FY2022	Makaha Beach Park Farrington Highway Realignment Feasibility Study	Staff Time	OahuMPO	FY2015	\$98,013	\$78,410	\$19,603	-\$98,013	-\$78,410	-\$19,603	\$0	\$0	\$0
	Makaha Beach Park Farrington Highway Realignment Feasibility Study	Consultant	OahuMPO	FY2015	\$304,255	\$243,404	\$60,851	-\$304,255	-\$243,404	-\$60,851	\$0	\$0	\$0
	Ala Moana Transit Plaza Alternatives Analysis	Subrecipient	DTS	FY2019	\$130,000	\$104,000	\$26,000	\$370,000	\$296,000	\$74,000	\$500,000	\$400,000	\$100,000
	Vision Zero Action Plan	Subrecipient	DTS	FY2020	\$2,000,000	\$1,600,000	\$400,000	-\$500,000	-\$400,000	-\$100,000	\$1,500,000	\$1,200,000	\$300,000
	Multi-Modal Transit Asset Management Plan - Phase 2	Subrecipient	DTS	FY2021	\$842,542	\$674,034	\$168,508	\$107,458	\$85,966	\$21,492	\$950,000	\$760,000	\$190,000
Net Deobligation								-\$424,810	-\$339,848	-\$84,962			
OWP FY2022 Rev #1	Oahu Mass Transit Joint Feasibility Study	Subrecipient	DTS	FY2018	\$302,400	\$241,920	\$60,480	-\$302,400	-\$241,920	-\$60,480	\$0	\$0	\$0
	Transportation Demand Management Plan	Subrecipient	DTS	FY2021	\$535,000	\$428,000	\$107,000	-\$51,646	-\$41,317	-\$10,329	\$483,354	\$386,683	\$96,671
	Energy Conservation & Emissions Reduction Plan	Subrecipient	DTS/OCCS R	FY2019	\$0	\$0	\$0	\$500,000	\$400,000	\$100,000	\$500,000	\$400,000	\$100,000
	Multi-Modal Mobility Hub Planning	Subrecipient	DLNR	FY2021	\$0	\$0	\$0	\$125,000	\$100,000	\$25,000	\$125,000	\$100,000	\$25,000
	Planning for Improved Resilience to Coastal Hazards Through Green Infrastructure	Subrecipient	DLNR	FY2021	\$0	\$0	\$0	\$250,000	\$200,000	\$50,000	\$250,000	\$200,000	\$50,000
Net Obligation								\$520,954	\$416,763	\$104,191			
Net changes								\$96,144	\$76,915	\$19,229			

Budget Summary By Task and Cost Category

Table 6 summarizes programmed expenditures by task, with the breakdown of Federal and non-Federal funding sources. Table 7 shows the OWY FY2022 funding request according to cost category.

Table 6. OWP FY2022 Budget Summary by Task

Task	Title	FHWA-PL	FTA 5305(d)	Non-Federal Match Subrecipient Studies/Projects	Non-Federal Match Member Dues	Total
1	MPO Management & Program Administration	\$666,575	\$295,727		\$240,576	\$1,202,878
2	Data Development & Maintenance	\$878,904		\$89,000	\$130,726	\$1,098,630
3	Short Range Planning	\$28,400		\$0	\$7,100	\$35,500
4	Long Range Planning	\$226,394		\$0	\$56,598	\$282,992
TOTAL		\$1,800,273	\$295,727	\$89,000	\$435,000	\$2,620,000

Table 7. OWP FY2022 Budget Summary by Cost Category

Cost Category	Funding Request for OWP FY2022			
	FHWA-PL	FTA 5303(d)	Local Match	Total
OahuMPO - Regular Operations Budget				
Staff Time	\$820,273	\$163,727	\$246,000	\$1,230,000
Consultant	\$312,000	-	\$78,000	\$390,000
Overhead		\$132,000	\$33,000	\$165,000
Travel	\$0	-	\$0	\$0
TDFM Data	\$72,000		\$18,000	\$90,000
SUBTOTAL	\$1,204,273	\$295,727	\$375,000	\$1,875,000
OahuMPO - Special Budget				
TDFM Data	\$240,000		\$60,000	\$300,000
Subrecipient				
Active Transportation Monitoring I (DTS)	\$28,000		\$7,000	\$35,000
Active Transportation Monitoring II (DTS)	\$168,000		\$42,000	\$210,000
Active Transportation Monitoring III (DTS)	\$160,000		\$40,000	\$200,000
SUBTOTAL	\$356,000		\$89,000	\$445,000
TOTAL	\$1,800,273	\$295,727	\$524,000	\$2,620,000

Summary of Funding and Programmed Expenditures

Table 8 shows the total anticipated funding sources and programmed expenditures for the FY2022 OWP, and for proposed amendments to work elements from prior year OWPs. The OWP FY2022 Revision #1 is fiscally constrained: sufficient funding is available for the original OWP FY2022 request of ~\$2.62 million and the proposed Revision #1 amendments totaling ~\$96,000. The remaining balance of available funds is \$108,561.

Table 8. Summary of Funding and Programmed Expenditures

Description	FHWA-PL	FTA 5305(d)	Member Agency Dues	Subrecipient Match	Total
FY2022 Expected Funding Sources	\$1,418,108	\$295,727	\$375,000	\$33,500	\$2,122,336
Local match for FY2022 Amendments				\$19,229	
Available funds from prior OWPs	\$567,640	\$0	\$60,000	\$55,500	\$683,140
Total Available Funding	\$1,985,749	\$295,727	\$435,000	\$108,229	\$2,824,705
Funding Request - OWP FY2022	\$1,800,273	\$295,727	\$435,000	\$89,000	\$2,620,000
Funding Request - FY2022 Amendments	\$76,915			\$19,229	\$96,144
Total Funding Request	\$1,877,188	\$295,727	\$435,000	\$108,229	\$2,716,144
Difference	\$108,561	\$0	\$0	\$0	\$108,561

Appendix D: Financial Tables

OAHUMPO WORK ELEMENTS

Work Element #	Work Element Description	Cost Category	OWP Year	FHWA-PL	FTA 5303(d)	Local Match	Total
301.01-22	Program Administration & Management	Staff Time	FY2022	\$296,629	\$163,727	\$115,089	\$575,445
301.09-22	Professional Development	Staff Time	FY2022	\$16,737	\$0	\$4,184	\$20,921
301.03-22	OWP Development & Management	Staff Time	FY2022	\$72,151	\$0	\$18,038	\$90,189
301.11-22	Subrecipient Monitoring & Support	Staff Time	FY2022	\$21,398	\$0	\$5,349	\$26,747
301.05-22	Single Audit	Staff Time	FY2022	\$35,927	\$0	\$8,982	\$44,909
301.06-22	Public Participation	Staff Time	FY2022	\$24,786	\$0	\$6,197	\$30,983
303.03-22	OahuMPO Paid Time Off	Staff Time	FY2022	\$146,947	\$0	\$36,737	\$183,684
301.15-22	Computer Model Operations and Support	Staff Time	FY2022	\$30,754	\$0	\$7,688	\$38,442
201.04-22	Title VI/EJ Monitoring	Staff Time	FY2022	\$20,150	\$0	\$5,038	\$25,188
301.17-22	Transportation Improvement Program	Staff Time	FY2022	\$22,439	\$0	\$5,610	\$28,049
301.19-22	Transportation Alternatives Set-Aside Coordination	Staff Time	FY2022	\$5,961	\$0	\$1,490	\$7,451
301.16-22	Oahu Regional Transportation Plan	Staff Time	FY2022	\$76,011	\$0	\$19,003	\$95,014
201.05-22	Congestion Management Process Update	Staff Time	FY2022	\$50,382	\$0	\$12,596	\$62,978
STAFF TIME SUBTOTAL				\$820,273	\$163,727	\$246,000	\$1,230,000
301.05-22	Accounting/Single Audit	Consultant	FY2022	\$36,000	\$0	\$9,000	\$45,000
301.10-22	Computer & Network Maintenance	Consultant	FY2022	\$16,000	\$0	\$4,000	\$20,000
301.15-22	Computer Model Operations and Support	Consultant	FY2022	\$160,000	\$0	\$40,000	\$200,000
201.05-22	ORTP 2050	Consultant	FY2022	\$100,000	\$0	\$25,000	\$125,000
CONSULTANT SUBTOTAL				\$312,000		\$78,000	\$390,000
303.04-22	TDFM Data Purchase	Other/Data	FY2022	\$72,000	\$0	\$18,000	\$90,000
301.09-22	Professional Development	Travel	FY2022	\$0	\$0	\$0	\$0
302.01-22	Rent, Utilities & Misc Expenses	Overhead	FY2022	\$0	\$132,000	\$33,000	\$165,000
TOTAL - REGULAR BUDGET				\$1,204,273	\$295,727	\$375,000	\$1,875,000
303.04-22	TDFM Data Purchase	Other/Data	FY2022	\$240,000		\$60,000	\$300,000
TOTAL SPECIAL BUDGET				\$240,000		\$60,000	\$300,000
FUNDS REMAINING FROM PRIOR OWP YEARS							
301.05-22	Accounting System	Consultant	FY2020	\$63,424		\$15,856	\$79,280
302.01-22	General Technical Assistance - NHI Courses	Training	FY2021	\$27,206		\$6,802	\$34,008

SUBRECIPIENT WORK ELEMENTS (OBLIGATED)			Original Budget			Balance Remaining			% Budget Remaining	PoP End Date
	Work Element Description	OWP Year	FHWA-PL	Local Match	Total	FHWA-PL	Local Match	Total		
204.08-22	Active Transportation Monitoring Data Phase II	FY2022	\$168,000	\$42,000	\$210,000	\$168,000	\$42,000	\$210,000	100%	12/30/2023
204.10-22	Active Transportation Monitoring Data Phase III	FY2022	\$160,000	\$40,000	\$200,000	\$160,000	\$40,000	\$200,000	100%	12/30/2023
204.02-21	Planning for Improved Resilience to Coastal Hazards Through Green Infrastructure	FY2021	\$200,000	\$50,000	\$250,000	\$200,000	\$50,000	\$250,000	100%	TBD
204.03-21	Multi-Modal Mobility Hub Planning	FY2021	\$100,000	\$25,000	\$125,000	\$100,000	\$25,000	\$125,000	100%	TBD
203.22-21	Work Where You Live	FY2021	\$80,000	\$20,000	\$100,000	\$80,000	\$20,000	\$100,000	100%	6/30/2023
204.07-21	Active Transportation Monitoring Data Phase I	FY2021	\$188,000	\$47,000	\$235,000	\$188,000	\$47,000	\$235,000	100%	6/30/2023
204.06-21	Multi-Modal Transit Asset Management Plan - Phase 2	FY2021	\$760,000	\$190,000	\$950,000	\$760,000	\$190,000	\$950,000	100%	7/29/2025
203.19-20	Vision Zero Action Plan	FY2020	\$1,008,000	\$252,000	\$1,260,000	\$970,150	\$242,537	\$1,212,687	96%	6/30/2023
203.21-20	Transportation Demand Management Plan	FY2020	\$428,000 \$386,683	\$107,000 \$96,671	\$535,000 \$483,354	\$405,907 \$364,590	\$101,477 \$91,148	\$507,384 \$455,738	94%	6/30/2023
203.20-20	Autonomous Vehicle Planning Study	FY2020	\$40,000	\$10,000	\$50,000	\$40,000	\$10,000	\$50,000	100%	6/30/2023
203.18-19	Energy Conservation and Emissions Reduction Plan	FY2019	\$400,000	\$100,000	\$500,000	\$400,000	\$100,000	\$500,000	100%	TBD
203.12-19	Multi-Modal Transit Asset Management Plan - Phase 1	FY2019	\$200,000	\$50,000	\$250,000	\$100,210	\$25,052	\$125,262	50%	6/30/2022
203.14-19	Ala Moana Transit Plaza Alternatives Analysis	FY2019	\$400,000	\$100,000	\$500,000	\$225,150	\$56,287	\$281,437	56%	6/30/2022
203.17-19	Kapolei Maintenance Facility & Transit Center Alt Analysis	FY2019	\$400,000	\$100,000	\$500,000	\$182,865	\$45,716	\$228,581	46%	6/30/2022
203.03-18	PM Peak Period Tow Away Zone Modifications	FY2019	\$184,000	\$46,000	\$230,000	\$0	\$0	\$0	0%	6/30/2022
203.09-18	2019 Transit Rider Survey Project	FY2018	\$1,120,000	\$280,000	\$1,400,000	\$1,120,000	\$280,000	\$1,400,000	100%	6/30/2022
203.06-18	Oahu Mass Transit Joint Feasibility Study	FY2018	\$241,920	\$60,480	\$302,400	\$241,920	\$60,480	\$302,400	N/A	N/A
203.07-18	Review and Update of Planned Rights of Way for Existing Streets	FY2018	\$400,000	\$100,000	\$500,000	\$263,302	\$65,826	\$329,128	66%	12/31/2021

The studies for which funds will be obligated shortly are included on this list. Their period of performance dates will be set when funds are obligated.

Public & Intergovernmental Review Comments & Dispositions

The intergovernmental review period for the FY 2022 Overall Work Program Revision #1 began on July 27, 2021 and concluded on August 25, 2021. The draft of the OWP FY2022 Revision #1 was e-mailed to fifty-four agencies and organizations for their review.

Section	Comment Provided by:	Summary of Comment	Response
Executive Summary	Hawaii DOT, Highways Planning	The document says "the funds made available as a result of these changes will be obligated to programmed subrecipient planning studies that are ready to proceed." In order to meet federal requirements to be fiscally constrained, this document needs to identify specifically where the money that has become available will be going. Without fiscal constraint, this would not be compliant with federal regulations. The document also says "these changes...do not impact OahuMPO's budget." These changes do impact fiscal constraint, which must be demonstrated by this document.	Thank you for your comment. The final draft of Revision #1 will identify the programmed work elements for which funds will be obligated in the near future and demonstrate fiscal constraint by showing that sufficient funding is available.
Task 3, Short Range Planning	Rick Egged, Waikiki Transportation Management Association	I am requesting the attached Overall Work Program FY19 WE 203.11-19, Waikiki Loading Zone Permit Management Project Proposed Project Revision, be included in the current OMP FY22 Revision #1. The WTMSID can provide the \$47,000 local match and is prepared to move ahead immediately upon the approval by the responsible Federal agencies. See full comments here: https://www.oahumpo.org/?wpfb_dl=2448	The WTMA is not an eligible sub-recipient according to OahuMPO's current policies and procedures.
	City and County of Honolulu Department of Transportation Services	No comment	
	The State of Hawaii Department of Budget and Finance	No comment	
	Hawaii Teamsters and Allied Workers Union, Local 996	No comment	
	Wahiawa-Whitmore Village Neighborhood Board No. 26	No comment	

Oahu Metropolitan Planning Organization

Performance-Based Planning and Programming

Implementation Policies and Procedures

Accepted by the Policy Board
on XXXXX

Introduction

The purpose of the document is to outline the minimum roles and responsibilities of the Hawaii Department of Transportation (HDOT), Oahu Metropolitan Planning Organization (OahuMPO), and the City and County of Honolulu Department of Transportation Services (DTS) to ensure consistency in satisfying the transportation performance management requirements promulgated by the United States Department of Transportation in Title 23 Parts 450, 490, 625, and 673 of the Code of Federal Regulations (23 CFR). Specifically:

- 23 CFR 450.314(h)(1) requires that “The MPO(s), State(s), and providers of public transportation shall jointly agree upon and develop specific written procedures for cooperatively developing and sharing information related to transportation performance data, the selection of performance targets, the reporting of performance targets, the reporting of performance to be used in tracking progress toward achievement of critical outcomes for the region of the MPO, and the collection of data for the State asset management plan for the National Highway System (NHS).”
- 23 CFR 450.314(h)(2) allows for these provisions to be “Documented in some other means outside the metropolitan planning agreements as determined cooperatively by the MPO(s), State(s), and providers of public transportation.”

As required by 23 CFR 450.314, OahuMPO, HDOT, and DTS documented and agreed to their mutual responsibilities for cooperatively carrying out the multi-modal 3-C (continuing, cooperative and comprehensive) planning process in a Comprehensive Agreement dated July 20, 2015. The Comprehensive Agreement describes the responsibilities of OahuMPO, HDOT, and DTS to cooperatively develop the Oahu Regional Transportation Plan, the Transportation Improvement Program, and other required work products. For the purposes of these procedures and as defined in the Comprehensive Agreement, the OahuMPO, HDOT, and DTS shall mean the Policy Board, the Director of the HDOT, and the Director of DTS respectively.

In addition, in the Data Sharing Supplemental Agreement dated July 1, 2015, OahuMPO, State and Local Agencies agreed to interagency procedures for the collection, maintenance and sharing of regional data and information deemed necessary to carry out the 3-C transportation planning process.

Email communications will be considered written notice for all portions of this document.

Summary of Performance Measures

PM1: Safety

23 CFR 490 Subpart B¹ requires State Departments of Transportation (DOTs) and Metropolitan Planning Organizations (MPOs) to set annual targets for five safety-related performance measures. The federal safety performance measures are consecutive five-year rolling averages for:

- Number of fatalities
- Rate of fatalities per 100 million Vehicle Miles Traveled (VMT)
- Number of serious injuries
- Rate of Serious Injuries per 100 million VMT
- Number of non-motorized fatalities and non-motorized serious injuries (combined)

PM2: Infrastructure Condition

23 CFR 490 Subparts C & D² established performance measures for all State DOTs to use to carry out the National Highway Performance Program (NHPP) and to assess the condition of pavements on the Interstate System, pavements on the National Highway System (NHS) (excluding the Interstate System), and bridges carrying the NHS which include on- and off-ramps connected to the NHS. The pavement and bridge performance measures, collectively referred to as PM-2 measures, include the following:

- % of Interstate pavements in good condition
- % of Interstate pavements in poor condition
- % of Non-Interstate NHS pavements in good condition
- % of Non-Interstate NHS pavements in poor condition
- % of NHS bridges by deck area classified in good condition
- % of NHS bridges by deck area classified in poor condition

PM3: System Performance

23 CFR 490 Subparts E, F and G³ establishes performance measures for State DOTs and MPOs to assess the performance of the interstate system and the performance of the non-Interstate NHS, to assess the national freight movement on the Interstate System and to assess Congestion Mitigation Air Quality (CMAQ) Traffic Congestion for the purpose of carrying out the CMAQ program. These system performance measures, collectively referred to as the PM-3 measures, include the following:

- Percent of Person-miles traveled on the Interstate System that are reliable
- Percent of Person-miles traveled on the Non-Interstate NHS that are reliable
- Interstate System Truck Travel Time Reliability Index

¹ This section of the CFR was updated by the [March 15, 2016 Final Planning Rule for National Performance Management Measures: Highway Safety Improvement Program](#)

² These sections of the CFR were updated by the [1/18/2017 Final Planning Rule for National Performance Management Measures; Assessing Performance of the National Highway System, Freight Movement on the Interstate System, and Congestion Mitigation and Air Quality Improvement Program.](#)

³ These sections of the CFR were updated by the [1/18/2017 Final Planning Rule System Performance/Freight/CMAQ Performance Measures Final Rule.](#)

The CMAQ Traffic Congestion performance measures are applicable to urbanized areas designated as nonattainment or maintenance areas for ozone, carbon monoxide or particulate matter National Ambient Air Quality Standards (NAAQS). As of the 2018 Annual Summary of Air Quality, Hawaii was in attainment of all NAAQS. CMAQ Traffic Congestion performance measures are not required.

https://health.hawaii.gov/cab/files/2020/05/aqbook_2018.pdf

PM4: Transit⁴

Transit Safety

49 CFR part 673⁵ requires certain operators of public transportation systems that receive federal 5307 funds under Federal Transit Administration's (FTA) Urbanized Area Formula Grants (49 U.S.C. § 5307) to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS).

The Department of Transportation Services (DTS) is the public transportation provider for the Oahu Metropolitan Planning Organization (OahuMPO) planning area. As DTS is a recipient of federal 5307 funds, it is required to set the following transit safety performance targets per 49 CFR 673.11(a)(3):

- Fatalities (total number, and rate per vehicle revenue miles (VRM) by mode)
- Injuries (total number, and rate per VRM by mode)
- Safety events – accidents, incidents or occurrences (total number, and rate per VRM by mode)
- System Reliability (mean distance between major mechanical failures by mode)

FTA has not specified how transit providers must set their targets nor established a required methodology, only that it must be based on National Transit Database (NTD) data.

Transit Asset Management

49 CFR part 625⁶ establishes a National Transit Asset Management (TAM) System to monitor and manage public transportation capital assets to enhance safety, reduce maintenance costs, increase reliability, and improve performance. Part 625 applies to all recipients and subrecipients of Federal financial assistance under 49 U.S.C. Chapter 53 that own, operate, or manage capital assets used for providing public transportation.

A Tier I provider is defined as an agency that owns, operates, or manages either (1) one hundred and one (101) or more vehicles in revenue service during peak regular service across all fixed route modes or in any one non-fixed route mode, or (2) rail transit. As Tier I agency, DTS is required to develop a Transit Asset Management (TAM) Plan with targets for three required state of good repair measures:

- Rolling Stock: percentage of revenue vehicles (by type) that exceed the useful life benchmark (ULB).
- Equipment: percentage of non-revenue service vehicles (by type) that exceed the ULB.
- Facilities: percentage of facilities (by group) that are rated less than 3.0 on the Transit Economic Requirements Model (TERM) Scale. The TERM scale assigns numerical ratings between 1 and 5 based on condition.

⁴ Transit performance measures include paratransit.

⁵ This section of the CFR was added by the [Public Transportation Agency Safety Plan Final Rule](#) on July 19, 2018.

⁶ This section of the CFR was added by the [Transit Asset Management \(TAM\) Final Rule](#) on July 26, 2016.

Performance-Based Planning & Programming Procedures

1. Development of transportation performance data

- a. The HDOT will provide OahuMPO with a subset for their metropolitan planning area (MPA) of the performance data HDOT collects for use in developing statewide targets.
- b. If OahuMPO chooses to develop their own target for any measure, they will provide the HDOT with any supplemental data used in association with the target-setting process.

2. Selection of transportation performance targets

- a. The HDOT will develop draft statewide federal performance targets required by 23 CFR 490 in coordination with OahuMPO. Coordination may include in-person meetings, web meetings, conference calls, and/or email communication. OahuMPO shall be given an opportunity to provide comments on statewide targets one month prior to final statewide targets adoption.
- b. As Oahu's public transit operator, DTS will select and establish performance targets to meet the federal performance management requirements for transit asset management and transit safety under 49 CFR 625 and 49 CFR 673.11(a)(3). DTS will coordinate with OahuMPO on selection of performance targets per 49 CFR 673.15(b).
- c. OahuMPO selection of performance targets requires action by the Policy Board. If OahuMPO chooses to adopt their own target for any measure, OahuMPO will develop draft performance targets in coordination with the HDOT and DTS. Coordination methods will be at the discretion of OahuMPO, but the HDOT and DTS shall be provided an opportunity to provide comments on OahuMPO's draft performance targets prior to final approval.
- d. See Section 5 for target setting schedules for all performance measures.

3. Reporting of performance targets

- a. The HDOT and DTS' performance targets will be reported to the Federal Highway Administration (FHWA) and FTA in a manner consistent with federal requirements. The HDOT and DTS will each provide OahuMPO written notice when they have reported final targets.
- b. OahuMPO performance targets will be reported to the HDOT and DTS.
 - i. For each target, OahuMPO will provide the following information no later than 180 days after the date HDOT or DTS establishes performance targets, or the date specified by federal code:
 1. Written agreement to adopt the HDOT or DTS' targets and to plan and program projects so that they contribute toward the accomplishment of adopted targets, or;
 2. Written notification that OahuMPO will set a quantifiable target for that performance measure for the OahuMPO planning area.

- a. If a quantifiable target is set for the OahuMPO planning area, OahuMPO will provide any supplemental data used in determining any such target.
- 3. Documentation of OahuMPO's targets, support of HDOT's target or DTS targets will be provided in the form of written notification (23 CFR 490.107(c)).

4. Reporting of progress toward targets

- a. The HDOT will include information outlined in 23 CFR 450.216(f) in any statewide transportation plan amended or adopted after May 27, 2018, and information outlined in 23 CFR 450.218(q) in any Statewide Transportation Improvement Program (STIP) amended or adopted after May 27, 2018.
- b. OahuMPO will include information outlined in 23 CFR 450.324(f)(3-4) in any amended or adopted Oahu Regional Transportation Plan after May 27, 2018, and information outlined in 23 CFR 450.326(d) in any Transportation Improvement Program (TIP) amended or adopted after May 27, 2018.
- c. Reporting of targets and performance by the HDOT, DTS, and OahuMPO shall conform to 23 CFR 490, 49 CFR 625, and 49 CFR 673.
- d. Reporting of performance to be used in tracking progress toward attainment of critical outcomes for the OahuMPO planning area.
 - i. HDOT will provide OahuMPO with an update of the data subset for their MPA of the HDOT performance data used in developing statewide targets including prior performance data.
 - ii. If OahuMPO chooses to select its own targets, OahuMPO will use the data subset for their MPA to report progress towards targets.
- e. The collection of data for the HDOT asset management plans for the NHS.
 - i. The HDOT will be responsible for collecting bridge and pavement condition data for the HDOT asset management plan for the NHS facilities under the jurisdiction of the HDOT.
 - ii. The City and County of Honolulu's Department of Design and Construction will be responsible for collecting bridge and pavement condition data for the HDOT asset management plan for the NHS facilities under the jurisdiction of the City and County of Honolulu. The City and County of Honolulu will share this data with the HDOT.

5. Target Setting and Progress Reporting Schedule

The below timeframes and reporting requirements are specific to HDOT & DTS. OahuMPO’s reporting responsibilities and timeframes are described earlier in this document.

Review Hawaii’s Performance Dashboard for PM1, PM2 and PM3 here:

<https://www.fhwa.dot.gov/tpm/reporting/state/state.cfm?state=Hawaii>

PM1: Safety

The Highway Safety Improvement Program (HSIP) Report is **due annually by August 31st**. The HSIP report must be submitted to the FHWA Division Administrator via FHWA’s online reporting tool. The report must include the following:

- Annual safety performance targets
- Progress being made to implement the HSIP
- Progress implementing highway safety improvement projects
- Progress in achieving safety outcomes and performance targets
- Refer to 23 CFR 924.15 and 23 CFR 290 Subpart B for more information

PMs 2-3: Pavement & Bridge Condition, Travel Time & Freight Reliability

Reporting of performance targets and progress toward achieving targets for PMs 2 and 3 are reported to FHWA in electronic format. Baseline, Mid and Final Performance Period Reports are due on the dates in the table below:

Performance Period Report Deadlines for PM2 and PM3

Initial Performance Period Jan 1, 2018 – Dec 31, 2021			Second Performance Period Jan 1, 2022 – Dec 31, 2025			Third Performance Period Jan 1, 2026 – Dec 31, 2029		
Baseline	Mid	Final	Baseline	Mid	Final	Baseline	Mid	Final
10/1/18	10/1/20	10/1/22	10/1/22	10/1/24	10/1/26	10/1/26	10/1/28	10/1/30

Baseline Performance Period Report

- Targets: Shall include 2-year and 4-year targets for the performance period and a discussion of the basis for each established target.
- Baseline Condition/Performance: Baseline condition/performance derived from the latest data collected through the beginning date of the performance period.
- Urbanized area boundaries and population data for targets.
- Refer to 23 CFR 490.107(b)(1) for additional requirements.

Mid Performance Period Progress Report

- 2-year condition/performance.
- 2-year progress in achieving performance targets.
- May submit an adjusted 4-year target to replace a previously established 4-year target.

- Refer to 23 CFR 490.107(b)(2) for additional requirements.
- For PMs 2 and 3, if OahuMPO had adopted HDOT’s 4-year targets, and HDOT adjusts those 4-year targets in the Mid Performance Period Progress Report, then OahuMPO has an option, within 180 days, to report to HDOT whether it will either: (i) adopt HDOT’s adjusted targets by agreeing to plan and program projects so that they contribute toward the accomplishment of the adjusted targets; or (ii) commit to a new quantifiable target for that performance measure for its metropolitan planning area [23 CFR 490.105(f)(1) and (f)(3)].
- For PMs 2 and 3, if OahuMPO had adopted its own 4-year targets, then OahuMPO may adjust its targets in a manner that is collectively developed, documented, and mutually agreed upon by OahuMPO and HDOT. This is regardless of whether HDOT adjusts its 4-year target in the Mid Performance Period Progress Report or not [23 CFR 490.105(f)(8)].

Final Performance Period Progress Report

- 4-year condition/performance.
- 4-year progress in achieving performance targets.
- Refer to 23 CFR 490.107(b)(3) for additional requirements.

PM4: Transit

Public Transportation Agency Safety Plan

- A Public Transportation Agency Safety Plan (PTASP) must at a minimum be reviewed and updated annually in July per 49 CFR 673 Subpart B, and the City’s existing PTASP/Transit Agency Safety Plan.
- Documentation related to DTS’ P T A Safety P and S M S must be maintained at all times and made available upon request by the FTA, other Federal entity or a State Safety Oversight Agency having jurisdiction.
- These documents must be maintained for a minimum of three years after they are created.

Transit Asset Management

- A TAM plan must cover a horizon period of at least four (4) years and coincide with the planning cycle for the STIP/TIP.
- DTS must update its entire TAM plan at least once every four (4) years. DTS’ TAM plan update should coincide with the planning cycle for the relevant STIP or TIP.
- DTS may update its TAM plan at any time during the TAM plan horizon period.
- Annual reporting for TAM per 49 CFR 625.55 is due annually by October 31st.
 - DTS must submit an annual data report to FTA’s NTD
 - DTS must submit an annual narrative report to the NTD

TAM Plan Submission Deadlines

Performance Period	Deadline	Time Period Covered
Initial	10/1/2018	10/2018 - 9/2022
Second	10/1/2022	10/2022 – 9/2026
Third	10/1/2026	10/2026 – 9/2030
Fourth	10/1/2030	10/2030 – 9/2034