



# Oahu Metropolitan Planning Organization

FY 2021

## Annual Report to Hawaii State Legislature

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# Oahu Metropolitan Planning Organization

## Introduction and Authority

The Federal Surface Transportation Assistance Act of 1973<sup>1</sup> required the formation of a metropolitan planning organization (MPO) for any urbanized area with a population greater than 50,000. Those municipalities with a population greater than 200,000 are further designated as a Transportation Management Area (TMA)<sup>2</sup>. Oahu Metropolitan Planning Organization (OahuMPO) is a TMA.

OahuMPO was redesignated by the Governor, effective June 17, 2015. The Designation Agreement was signed by the Governor of the State of Hawaii and Chairperson of the City Council of the City and County of Honolulu. Act 132, Session Laws of Hawaii 2015 repealed Chapter 279E of the Hawaii Revised Statutes (HRS) and conforms to and is consistent with the requirements of Title 23 United States Code (U.S.C.) Section 134, Title 49 U.S.C. Section 5305(d), and 23 Code of Federal Regulations (CFR) Subpart C and 2 CFR 200 . The Act was signed by the Governor on June 19, 2015 and became effective on July 1, 2015.

OahuMPO is responsible for coordinating a comprehensive, cooperative, and continuing (3-C) transportation planning process. By Federal statute<sup>3</sup> the OahuMPO is its Policy Board, which is served by an appointed Executive Director and staff as well as advisory committees. Participating agencies include the City and County of Honolulu, the State of Hawaii, and the Honolulu Authority for Rapid Transportation (HART).

### About This Report

This report is a summary of OahuMPO staff activities and subrecipient study activities for State Fiscal Year 2021 from July 1, 2020 through June 30, 2021.

Overall Work Program work elements that support OahuMPO operations are budgeted and approved annually by the Policy Board, the Federal Highway Administration, and the Federal Transit Administration.

Special studies like those found primarily in Tasks 3 are budgeted for the multiple years of work required to complete the scope of the study. Project schedule start/end dates for multi-year studies indicate when the subrecipient/responsible agency may create obligations (e.g., enter into contracts) and allowable costs may be incurred (e.g., work performed) as provided in 2 CFR 200.71, 200.77, and 200.309

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<sup>1</sup> See 23 CFR Part 450).

<sup>2</sup> As described in 49 U.S.C. 5303(k), and in recognition of the greater complexity of transportation issues in large urban areas, an MPO in a TMA has a stronger voice in setting priorities for implementing projects listed in the transportation improvement program and are responsible for additional planning products. The planning processes in MPOs in TMAs also must be certified by the Secretary of the United States Department of Transportation (USDOT) as being in compliance with Federal requirements.

<sup>3</sup> See 23 CFR 450.104.

## Financial Update – Budget Adjustments and Deobligations

### ➤ **Budget Adjustments**

As of the date of submission of this Annual Report, OahuMPO completed two revisions of the OWP FY2021. Revision #1 was an amendment that added two subrecipient work elements and Revision #2 was an administrative modification that moved funds between approved work elements. The movement of funds between work elements in Revision #2 is documented in the “Budget Adjustments” column in the financial tables at the end of this report.

[Revision #1](#)

[Revision #2](#)

### ➤ **Deobligation of Funds Remaining from Prior Years**

The work elements listed in Table 1 describe all work elements from FY2020 and prior that had remaining balances when FY21 began. These funds were deobligated and the funds applied to the OWP FY2022. Likewise, funds remaining from the OWP FY2021 will be applied to the OWP FY2023. Deobligation and reobligation skips a year because the funds remaining at the end of an OWP cycle are not confirmed in time to apply them to the OWP that immediately follows.

**Table 1: Deobligation of Work Elements from FY2020 and prior**

Task #	Work Element Title	Agency	Cost Category	OWP Year	Total	Federal	Local Match - OahuMPO	Local Match - DTS	Notes
1	Program Administration & Management	OahuMPO	Staff Time	FY2020	\$21,194	\$21,194	\$0	N/A	The total column matches the federal because OahuMPO does not have match.
	Professional Development	OahuMPO	Staff Time	FY2020	\$9,399	\$9,399	\$0	N/A	
	General Technical Assistance - NHI Courses	OahuMPO	Misc Training	FY2020	\$23,200	\$23,200	\$0	N/A	
	OWP Development & Management	OahuMPO	Staff Time	FY2020	\$16,618	\$16,618	\$0	N/A	
	Public Participation	OahuMPO	Staff Time	FY2020	\$143	\$143	\$0	N/A	
	Transportation Alternatives Set Aside	OahuMPO	Staff Time	FY2020	\$1,486	\$1,486	\$0	N/A	
	Single Audit	OahuMPO	Consultant Services	FY2018	\$42,000	\$33,600	\$8,400	N/A	OahuMPO contracted with Spire to resolve prior audit findings and support OahuMPO in implementing an accounting system.
3	PM Peak Period Tow Away Zone Modification	DTS	Subrecipient	FY2018	\$37,500	\$30,000	N/A	\$7,500	OahuMPO is reducing the obligated funds total for this study as requested by DTS.
	Vision Zero Action Plan	DTS	Subrecipient	FY2019	\$240,000	\$192,000	N/A	\$48,000	DTS provides local match. This balance transfers to Active Transportation Monitoring Phases II and III
4	Oahu Regional Transportation Plan	OahuMPO	Consultant Services	FY2020	\$300,000	\$240,000	\$60,000	N/A	OahuMPO has local match. This balance transfers to special budget for modeling data purchase.

## **Task 1 – MPO Administration and Management**

Task Summary: Task 1 primarily includes work elements that support the general administration of transportation planning grants for Oahu. These work elements are on-going and/or reoccurring efforts that serve to meet Federal requirements and to broadly support the continuing, comprehensive and cooperative transportation planning process on Oahu.

The OahuMPO is responsible for Task 1 work and the work elements were on-going from July 1, 2020 through June 30, 2021.

### **➤ Task 1.1 – Program Administration & Management**

#### **Program Administration & Support**

- Management of Policy Board, Technical Advisory Committee and Citizen Advisory Committee including providing staff support at the monthly meetings, developing the agenda with the committee chair, developing meeting materials and handouts, preparing PowerPoint presentations, producing minutes, posting meeting information & materials to the OahuMPO website, and developing and implementing protocols and procedures for virtual meetings.
  - Included updates to the PB and TAC Orientation/Refresher Course
  - Included creation of training presentation for the CAC
- Provided mandatory orientation sessions for new Policy Board and Technical Advisory Committee members which are required by their bylaws before new members receive voting rights.
- Maintained timesheets and progress reports for use in budget development and personnel leave tracking.
- Provided counsel and support on Exec Director evaluation and recruitment processes
- Tracked and ensured completion of annual reviews for OahuMPO staff as recommended by FHWA/FTA certification reviews
- Coordinated with HDOT Personnel on leaves, vacation, and employee status updates/changes, timesheets, union raises, etc.
- Filled short-term intern position
- Ensured compliance with Sunshine Law
- Ensured compliance with Ethics Commission
- Complete required PIA annual and OIP annual & bi-annual reports
- Prepared FY2020 Final Audit Report summary memo and managed disbursement
- Coordinated with agency partners on the development of the Performance-Based Planning & Programming Implementation Policies and Procedures that was approved by the Policy Board in September 2021.

#### **Professional Development**

- OahuMPO staff attended the following trainings:
  - Safe Transportation for Every Pedestrian Virtual Training for Hawaii
  - Hawaii Federal Grants Management Training
  - FHWA Hawaii Bikeways Training
  - Microsoft trainings
  - UrbanLogiq with Honolulu - Training Session
  - Sunshine Law Seminar

- Metroquest Public Participation Webinar
- GovTech Enterprise Grade Performance for remote work
- Govt Zero Trust Roadmap for Remote Work
- Modernizing Processes
- Recruitment Process seminars
- Transparency & Efficiency in Public Meetings
- Optimizing Current Technology
- Increasing Resilience with Cloud Based Disaster Recovery
- Maintaining Constituent Services and Employee Collaboration in a Crisis
- Hawaii State Procurement Office refresher courses

### **Computer & Network Maintenance**

- Completed transition of all staff to a third-party remote platform
- Renewed Office365 as OahuMPO's primary SaaS to May 2022
- Renewed OahuMPO domain name for 5 years
- Renewed MS audio conferencing license to Apr 2022
- Installed software updates
- Resolved the procurement violation that resulted from a prior contract with Oceanit to provide OahuMPO IT services

### **Office Management**

- Managed & maintained office equipment and software updates
- Managed and maintained in-office COVID-19 protocols

### **General Technical Assistance**

- OahuMPO staff attended the following meetings:
  - Mayor's Advisory Committee on Bicycling
  - SUBSTAC meetings on behalf of OahuMPO
  - State Highway Safety Plan meetings
  - Bike/Ped Sub-Committee participant
  - TOD Council Meetings
  - Biki working group meetings
  - Climate Change Commission Meetings (both City and State)
  - UH Transportation Meetings
  - Sea level rise/transportation task group meeting
  - Climate Conference
- OahuMPO staff presented at Hawaii Economic Association meeting
- OahuMPO staff lectured at UH Geography class
- OahuMPO staff assisted with State VMT reduction project
- OahuMPO staff served as facilitator at the Student Blue Energy Summit
- OahuMPO staff served on the Sustainable Transportation Coalition of Hawaii Board
- OahuMPO staff provided the TAC and the Policy Board semi-annual updates on OahuMPO's 2018 Certification Review Implementation Plan
- Reviewed and discussed Strategic Plan process & options
- Reviewed and discussed the Finance & Administrative Supplemental Agreements
- OahuMPO had budgeted funds to provide NHI Training Courses for partner agencies and OahuMPO staff. These funds weren't expended due to COVID-19.

### **Disadvantaged Business Enterprise**

- Kept records of payments to DBEs and filed requisite reports on DBE goals and performance.
- Corresponded with HDOT's Civil Rights and DBE coordinators.
- Completed FHWA Uniform DBE Report on a quarterly basis.

#### **➤ Task 1.2 – OWP Development & Management**

- Completed the FY2020 Annual Report
- Developed the FY2022 Overall Work Program (OWP):
  - Call for projects
  - Public & intergovernmental review period
  - Two cycles of presentations to OahuMPO committees
  - The OWP was endorsed by the OahuMPO Policy Board and approved by the Federal Highway Administration and the Federal Transit Administration on June 29, 2021
- Completed two revisions to the OWP FY2021, one amendment requiring intergovernmental review and PB approval and one administrative modification. Incorporated revision changes into main OWP document and posted all revision documents to the website.
- Completed the FTA Grant Application for metropolitan planning program funds (5305)
- Monitored the FY2021 budget on a monthly basis

#### **➤ Task 1.3 – Grant Management/Subrecipient Monitoring**

- Prepared Subaward Terms for Multi-Modal TAM Plan Phase 2, Work Where You Live telework study and Active Transportation Monitoring Data Phase 1.
- Completed pre-award risk assessments prior to issuing subawards
- Maintained subrecipient monitoring reports for the Single Audit
- Updated Subaward Terms for previously obligated projects as needed.
- Monitored changes to 2 CFR 200 to ensure that OahuMPO templates are compliant
- Transitioned to obligating subrecipient studies in stand-alone federal projects
- Updated Planning Studies page on OahuMPO website
- Monitored subrecipient compliance with applicable federal requirements.
- Coordinated with project managers of studies nearing completion to schedule presentations to committees
- Coordinated with subrecipients on the close out and final billing for completed projects.
- Staff attended meetings for and reviewed materials for the following projects:
  - Transportation Demand Management Plan
  - 2019 Transit Rider Survey Project
- Staff served on the evaluation committee for the subrecipients' procurement of consultant services for the Vision Zero Action Plan.



➤ **Task 1.4 – Single Audit**

- Continued coordination with SWK LLC for final phases of accounting system training, testing and implementation.
- Coordinated with Accuity LLC (external auditors) and HDOT to provide financial statements for the FY2020 audit. The FY2020 Single Audit received no findings.
- Coordinated with Accuity LLC in review of the accounting policies and procedures manual.
- Quarterly financial reports for submission to FHWA/FTA.
- Quarterly DBE reports for submission to FHWA/FTA.
- Coordinated with internal planners for revisions to existing contracts.
- Coordinated with FHWA, FTA, HDOT and internal personnel for the proper distribution of FY21 Grants.

➤ **Task 1.5 – Public Participation**

Between July 2020 and June 2021, OahuMPO conducted public outreach efforts for the Overall Work Program FFY 2021, the Oahu Regional Transportation Plan 2045, and the Transportation Improvement Program FFYs 2022-2025. Due to the COVID-19 pandemic, all outreach efforts were conducted virtually.

For the Overall Work Program FFY 2021, the MPO assisted community members and citizen advisory committee representatives with submitting study proposals to the OWP. These proposals were included in the OWP working group discussion. MPO staff reached out to partner agencies to provide feedback on the proposals to the committee members.

For the Oahu Regional Transportation Plan 2045, OahuMPO conducted Phase 2 and Phase 3 of public engagement during this time period. Phase 2 of public engagement included the following:

- **Website updates:** Throughout Phase 2, OahuMPO posted relevant information including event notices, plan updates, ways to get involved, and summaries of engagement to the ORTP 2045 Public Participation and Engagement tab. It included engagement activities and events, the timeline, how to get involved, and support documents and materials. At any time, members of the public were able to submit comments through the comment feature on the OTRP page of the OahuMPO website. Staff received comments and coordinated responses as needed. The webpage can be found here: <https://www.oahumpo.org/ortp-engagement/>
- **Survey:** OahuMPO staff worked with Uehiro staff to develop a survey that was distributed to the community utilizing Esri's Survey123. The purpose of this survey was to seek input from the community about the new proposed projects and programs. Survey questions focused on the benefit or harm the survey participants felt the proposed project would have. The responses received on the survey were then shared with HDOT and DTS for consideration. The results of this survey may be viewed here: <https://oahumpo.org/wp-content/uploads/2021/02/Phase-2-Survey-Summary->

[2-merged-2.pdf](#) OahuMPO distributed the survey link via social media, email, newsletter, and website. In total, the survey had 85 responses.

- **Interactive Web Map:** The purpose of this survey was to allow participants to pinpoint locations of concern for the four new programs proposed in the ORTP: safety, system preservation, resiliency, and congestion. These locations were then shared with HDOT for consideration in the development of their project list, for each of the programs. The interactive web map received 114 comments, many with specific locations identified for improvements.
- **Virtual Open Houses:** OahuMPO staff facilitated three virtual house opportunities for the community to ask questions about what an MPO does, who the staff is, our motivations and interests as planners, and how the community can get involved. The purpose of a virtual open house was to strengthen relationships and build trust, without a set focus on any one project or program. OahuMPO used Microsoft Teams and provided a call-in number for those who did not have access to a computer or internet. Staff scheduled the virtual open houses during three different dates and times, with the goal being to provide accessibility for various demographics to participate.
- **Facebook:** OahuMPO staff utilized Facebook to invite members of the public to participate in online engagement such as surveys. Social media was also used to announce updates. OahuMPO's Facebook can be found here: <https://www.facebook.com/OahuMetropolitan>. OahuMPO posted 42 times to the MPO Facebook in the form of announcements, information, and tips on how to get involved with the ORTP 2045 public participation.
- **Collaboration:** OahuMPO collaborated with UH Mānoa's Department of Urban and Regional Planning to participate as a guest lecturer in the PACE 668 class. In this class, OahuMPO staff provided insight as to what an MPO does, is responsible for, and what was currently underway. The students were to develop participation materials for OahuMPO's upcoming outreach efforts, which at the time were the district community meetings. This collaboration was in response to the MPO's intention from the Phase 1 discussion to engage 19-24 aged populations.

OahuMPO also collaborated with UH Mānoa's Uehiro Academy for Philosophy and Ethics in Education. This collaboration was in response to the MPO's intention from the Phase 1 discussion to engage 18 and under youth populations. The Uehiro Academy specializes in building intellectually safe communities of inquiry and facilitating discussion amongst the community. This organization works closely with the Hawaii Department of Education and thus assisted the MPO in bringing discussions of transportation into classroom settings. During the collaboration, OahuMPO staff consulted with Uehiro staff to develop materials to distribute to the Uehiro's email listserv, which consists of teachers and schools across the island of Oahu. Several teachers disseminated these materials to their students and two teachers volunteered to participate in a session to discuss the MPO and transportation planning in the classroom. OahuMPO staff were invited to sit in on the discussion and respond to student inquiry about the MPO and the role of the planner. One of the teachers had her entire class participate in the ORTP 2045 Projects and Programs survey.

- **Instructional Video Resource:** OahuMPO staff developed a video to assist the community with participating in the interactive web map which was intended to provide the public the opportunity to identify areas that could use safety, system preservation, resiliency, and congestion improvements, as part of the project development process for the newly proposed programs. The video was distributed via newsletters, posted on the MPO's Facebook page, and posted to the MPO's website.
- **Newsletters:** Throughout the ORTP 2045 development process, OahuMPO distributed ORTP 2045 focused newsletters. In total, five newsletters were distributed to neighborhood board chairs, committee members, and those who signed up to receive the newsletters. OahuMPO also utilized HDOT's press release email distribution resource (gov delivery) to reach more community members. The newsletters were also posted as pdfs on the MPO website for reference. An archive of the newsletters can be found here: <https://www.oahumpo.org/newsletters/>.
- **Committee Meetings:** OahuMPO staff updated the Citizen Advisory Committee, Technical Advisory Committee, and Policy Board throughout the process. These meetings were also open to the public. The public comments received during phase 2 were sent to the corresponding agencies for consideration. The MPO then provided the committees and Policy Board with the comments received for consideration during the outreach strategies discussed above. In total, the MPO presented on the MPO 8 times to the committees and Policy Board during the ORTP public outreach phase 2 process. These meetings were also open to the public.

Phase 3 of public engagement for the ORTP 2045 included the following:

- **Virtual Community Meetings:** In March 2021, OahuMPO co-hosted seven virtual community meetings with agencies who proposed projects and programs and city councilmembers in several city council districts including districts 1, 2, 4, 5, 7, 8, and 9 (those who responded to the request for collaboration). The goal was to provide the community with an opportunity to ask questions of the project's sponsors regarding the ORTP 2045 proposed projects and programs with an elected representative present to hear any comments and concerns. OahuMPO also held one final open house to provide members of the community who could not attend the meeting in their district an opportunity to be heard. At these meetings, OahuMPO staff utilized multiple engagement techniques including a PowerPoint presentation for facilitation, online polls to gather data about the participants, and Google's extension, Jamboard, to mimic typical community meetings in which sticky notes would be used. The intention was to provide an engaging experience that was also informative and transparent. The seven community meetings attracted 61 participants and resulted in 140 questions and comments. The community meetings were held via Microsoft Teams at 6pm to best accommodate the community.
  - **Incentives:** OahuMPO received confirmation from FHWA to use MPO funds to purchase six \$50 Visa gift cards. At each virtual community meeting event, the MPO staff notified participants that those who provided an email address would be entered into a raffle for the gift cards. MPO staff used an online raffle resource to select six participants and the recipients were notified via email and then sent the gift card via USPS.

- Responses Received: OahuMPO documented the responses received during the virtual community meetings along with anything received via email or hard copy. OahuMPO identified which agency the comment was directed to and proceeded to provide the comments to the respective agency. The agencies provided responses to the comments which were then distributed to the Citizen Advisory Committee, Technical Advisory Committee, and Policy Board for consideration upon voting on the ORTP.
- **Intergovernmental and Public Review Period:** OahuMPO's intergovernmental and public review period of the draft 2045 ORTP ran between March 1-29, 2021 and received a total of 75 comments. Comments and responses received during the review period may be viewed in **Table A.1** at this link: [https://www.oahumpo.org/?wpfb\\_dl=2198](https://www.oahumpo.org/?wpfb_dl=2198). Any comments received after March 29, 2021, are documented in **Table A.2**.

For the Transportation Improvement Program FFYs 2022-2025, the OahuMPO conducted the following forms of public outreach:

- **TIP Open Houses:** OahuMPO conducted three open house opportunities co-hosted with project agency sponsors in June 2021. The MPO scheduled these open house sessions to include a midday **June 7, 2021, 12:00-1:30pm**, evening **June 14, 2021, 6:00-7:30pm**, and weekend **June 5, 2021, 10:00-11:30am** option in efforts to provide the community with ample options to participate. A presentation was given on the OahuMPO, and the purpose and importance of the TIP. Participants were then given the opportunity to ask questions and provide comments about the proposed projects and programs. Notice of the open houses was distributed via MailChimp to the OahuMPO email list, a press release via the government delivery platform hosted by HDOT, a newsletter distributed by HART, posted on the OahuMPO website, and promoted via the OahuMPO Facebook.
- **Instructional Video Resource:** OahuMPO staff developed a video to assist the community with better understanding the purpose, process, and development of the Transportation Improvement Program. This video was shared via social media, posted to the website, and distributed via OahuMPO newsletter.
- **Public and Intergovernmental Review Period:** OahuMPO staff conducted a Public and Intergovernmental Review Period between **June 6- 22, 2021** for the TIP. The Citizens Advisory Committee, the general public, mandated stakeholders, and federally required agencies were notified of the final draft of the TIP, how to provide comments, and a deadline to provide comments. The public and intergovernmental review period was promoted via MailChimp to the OahuMPO email list, a press release via the government delivery platform hosted by HDOT and promoted via the OahuMPO Facebook. The TIP webpage also gave notice of the public and intergovernmental review period, and provided the draft TIP, an online map to visualize project locations, and information about how to provide comments.

## Task 2 – Data Development and Maintenance

Task Summary: The objective of Task 2 is to create, update, and maintain spatial information, demographic data, and analyses to support planning efforts.

### ➤ Task 2.1 – 2019 Transit Rider Survey

Responsible agency: DTS

Work Performed/Status:

The COVID-19 pandemic delayed the start of the onboard survey (OBS). As mitigation, the project team investigated alternative survey approaches, and consulted with affected parties (HART, FTA, and OahuMPO). Following the research and due to the improving pandemic conditions and the resulting reduced risk to in-person surveyors, it was determined that the OBS should proceed as planned with minor no-cost changes to the survey approach, which ensure the safety of surveyors.

- Work completed to date
  - COVID-19 Mitigation Whitepaper
  - Kick-off meeting May 13, 2021
  - Technical Memo Summarizing Onboard Survey – Interim 1 Questions and Methods (OTO/OBS Implementation Plan)
  - On-to-off (OTO) sampling plan
- Work with substantial progress (more than 75% completion).
  - Public notification of OTO and OBS survey work
- Work in-progress
  - Data collection for on-to-off survey
  - OTO/OBS training
  - Pilot Study for On Board Survey (OBS)

Project schedule: July 1, 2018 – June 30, 2022<sup>4</sup>

### ➤ Task 2.2 – Computer Model Operations and Support

Responsible agency: OahuMPO

Work Performed/Status:

#### **Travel Demand Forecasting Model (TDFM)**

- Prepared and delivered land use data workaround presentation to the Technical Advisory Committee in August 2020
- Developed a socioeconomic forecast (in the absence of a land-use model)
- Worked with WSP (contractor) to update the TDFM for the 2045 Oahu Regional Transportation Plan (ORTP)
- Created, ran, evaluated results, and summarized outputs for baseline and build 2045 travel forecasts for the 2045 ORTP

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<sup>4</sup> As of the date of this Annual Report, OahuMPO is working to extend the schedule for this work element.

- Investigated factors contributing to lower transit ridership compared to 2040 ORTP and incorporated changes to transit networks proposed by City staff, re-ran the models, and summarized the outputs
- Created a transit model - STOPS model (Simplified Trips-on-Project Software)
- Several forecasting scenarios were coded, tested, run, and evaluated using the FTA STOPS model to simulate future transit ridership
- Hosted meetings with partner agencies
- Hosted a STOPS training for OahuMPO and partner agency staff
- Commenced work/planning of the next TDFM - generated draft of analytical requirements and use cases to consider for the next TDFM (Version 7 modeling system); developed chapters in draft report for next generation modeling options and data requirements
- Commenced preparatory work for the procurement of the next modeling support (current contract expires at the end of 2021)

### **Land-Use Model**

The Department of Planning and Permitting is the responsible agency. OahuMPO is the funding agency.

- DPP assisted and reviewed the socioeconomic forecast for the TDFM
- DPP has submitted the parcel level data needed for the development of the land use model by UrbanSim.
- Work on the final development of the UrbanSim model has recommenced with the submittal of the data from DPP and is expected to be completed by the end of 2021.

### ➤ **Task 2.3 – Title VI Environmental Justice Analysis**

Responsible agency: OahuMPO

Work Performed/Status:

#### Transportation Improvement Program:

OahuMPO is required to conduct an analysis comparing Title VI/Environmental Justice census block group areas relative to total per capita Transportation Improvement Program (TIP) investment, with every TIP amendment or new TIP. The following provides details for three TIP amendments and their analyses.

Work Performed:

- FFYs 2019-2022 Transportation Improvement Program Amendments
  - July 2020: To evaluate the equity in spending of the FFYs 2019-2022 As of TIP Revision #13, OahuMPO analyzed planned investment in T6/EJ population areas. The analysis entailed determining the percent investment and average per capita investment by Census block group (BG) based on the list of projects included in the TIP. Block groups were determined based on racial minority and income.
  - March 2021: To evaluate the equity in spending of the FFYs 2019-2022 As of TIP Revision #17, OahuMPO analyzed planned investment in T6/EJ population areas. The analysis entailed determining the percent

- investment and average per capita investment by Census block group based on the list of projects included in the TIP.
- July 2021: To evaluate the equity in spending of the FFYs 2019-2022 As of TIP Revision #20, OahuMPO analyzed planned investment in T6/EJ population areas. The analysis entailed determining the percent investment and average per capita investment by Census block group based on the list of projects included in the TIP.
- FFY 2022-2025 Transportation Improvement Program
  - June 2021: To evaluate the equity in spending of the FFYs 2022-2025 TIP, OahuMPO analyzed planned investment in T6/EJ population areas. The analysis entailed determining the percent investment and average per capita investment by Census block group (BG) based on the list of projects included in the TIP. Block groups were determined based on racial minority and income.

Oahu Regional Transportation Plan (ORTP 2045):

OahuMPO is required to conduct an analysis comparing Title VI/Environmental Justice census block group areas relative to total per capita ORTP investment as part of efforts to evaluate the performance of the plan.

Page 122 of the plan shows the plan investments in Title VI/EJ and non- Title VI/EJ areas. The plan can be located at: [https://www.oahumpo.org/?wpfb\\_dl=2215](https://www.oahumpo.org/?wpfb_dl=2215)

## Task 3 – Short Range Planning by OahuMPO

Task Summary: The objective of Task 3 is to perform the required short-range transportation planning activities which will assist in the development of long-range plans and on-going projects. Short range planning is generally defined as four years or less.

### ➤ Task 3.1: Transportation Improvement Program (TIP)

#### Status:

Several revisions have been made to the FFYs 2019-2022 Transportation Improvement Program. Alongside the FFYs 2019-2022 TIP revisions a new Transportation Improvement Program has been developed for the federal fiscal years 2022-2025.

#### Work Performed:

##### FFYs 2019-2022 TIP related work

- Completed four FFYs 2019-2022 TIP revisions (2 out-of-cycle and 2 bi-annual TIP revisions) with partner agencies (HDOT, DTS, HART).
- Released the FFYs 2019-2022 TIP amendments for intergovernmental and public review. All comments and questions received, as well as their responses were documented in the appropriate TIP documents.
- Conducted Title VI / Environmental Justice analyses for all TIP revisions, and the results were attached as an appendix to the FFYs 2019-2022 TIP.

##### New FFY 2022-2025 TIP related work

- OahuMPO held a single call for projects and programs for the new TIP
- OahuMPO staff evaluated new projects and programs
- OahuMPO staff created online material and held virtual open houses to obtain feedback on the TIP projects and programs from the public
- Prepared newsletters with TIP updates
- Updated website and Facebook
- OahuMPO staff completed verbiage for TIP chapters and completed fiscal constraint tables in collaboration with partner agencies (HDOT, DTS, HART)
- Held an intergovernmental and public review period. All comments and questions received, as well as their responses were documented and attached to the TIP as an appendix.
- OahuMPO staff created a designed version of the TIP chapters

(The FFY 2022-2025 TIP was presented to the Citizen Advisory Committee, Technical Advisory Committee, and Policy Board in the following fiscal year)



➤ **Task 3.2 - Transportation Alternatives Program Coordination**

Status:

The current bill, Fixing America's Surface Transportation (FAST) Act, eliminates the MAP-21 Transportation Alternatives Program (TAP) and replaces it with a set-aside of STBG funding for transportation alternatives. For administrative purposes, the Federal Highway Administration (FHWA) as well as OahuMPO refer to these funds as the "Transportation Alternatives Set-Aside" (TA Set-Aside).

The TA Set-Aside funds expected to be available from FFY 2021 to FFY 2025 have been awarded.

Work Performed

- Remaining Bikeshare TAP funds were de-obligated
- OahuMPO appointed an TA evaluation committee
- Held a call for projects in January/February 2021
- The submitted projects were evaluated and scored by the Transportation Alternatives Evaluation Committee
- An intergovernmental and public review period was held
- The projects, their scoring, and comments received (including agency responses) were presented to the Citizen Advisory Committee, Technical Advisory Committee, and Policy Board
- The TA Set-Aside funds were awarded to the respective projects after the approval by the OahuMPO Policy Board in April 2021

➤ **Task 3.17 - Farrington Highway Makaha Beach Park Realignment Feasibility Study**

Responsible agency: OahuMPO

Work Performed/Status:

This contract extension experienced significant delays. However, work was not severely impacted because work has been put on hold due to COVID-19. The next step in the study was to hold a public scoping meeting.

The OahuMPO Policy Board voted to remove funding for the Farrington Highway Mākaha Beach Realignment Feasibility Study from the FY 2022 Overall Work Program at their May 25, 2021 meeting. Thus, the study has been cancelled and will no longer move forward.

Worked Performed:

- Responded to media and public inquiries about the study
- Reviewed invoices and monitored contract
- Closed out contract, per Policy Board action

Project schedule: June 2018-June 2022

## Task 3 – Short Range Planning Studies by Subrecipients

### ➤ Task 3.5 - Oahu Mass Transit Joint Feasibility Study

Responsible agency: Department of Transportation Services

Work Performed/Status:

- Subaward Terms were issued by OahuMPO on 12/15/16.
- Contract was awarded on 7/17/20.
- Kickoff meeting was held on 10/6/20.
- DTS requested that this work element be canceled in Revision #1 to the OWP FY2022.

### ➤ Task 3.6 - Ala Moana Transit Center Alternatives Analysis

Responsible agency: Department of Transportation Services

Work Performed/Status:

- The current COVID-19 pandemic has affected public outreach. The project team has developed virtual public engagement strategies to mitigate the impacts of COVID-19.
- As of June 2021, the project has postponed work due to uncertainty surrounding the H RTP project. Halting work has preserved the remaining budget, which will minimize cost impacts in the event that external circumstances make changes to the project design necessary.
- Work completed to date:
  - Kick-off meeting
  - Project Management Plan
  - Precedent Study
  - Purpose and need statement
- Work with substantial progress (more than 75% completion):
  - Project Charter
  - Project Branding
  - Public Participation Plan
  - Project Steering Committee Meetings
  - Alternatives Analysis
  - Alternative Site Conditions

Project schedule: July 1, 2018 – June 30, 2022

### ➤ Task 3.7 - Multi-Modal Transit Asset Management Plan Phase 1

Responsible agency: Department of Transportation Services

Work completed:

- Project Management Plan
- Draft technical memo on methods for establishing a transit asset database

- Draft technical memo on methods for uniformly assessing the condition of assets
- Draft technical memorandum summarizing DTS' capital budgeting process and current decision support tools and processes for prioritizing capital investments
- TAM Goals and Objectives document
- TAM Policy document
- Gap analysis and draft implementation strategy for bus and rail asset management
- Preliminary draft of TAM Plan Update

Project schedule: July 1, 2018 – June 30, 2022

➤ **Task 3.8 - Kapolei Maintenance Facility & Transit Center Alternatives Analysis**

Responsible agency: Department of Transportation Services

Work completed:

- Project Management Plan (PMP)
- Project kick-off meeting
- Primary Stakeholders Meetings
- Public Outreach Plan (POP)
- 1 of 2 Neighborhood Board Meetings

Ongoing Deliverables:

- Bi-weekly/Monthly meetings
- Monthly progress reports
- Programmatic Needs Memo
- Conceptual drawings
- Evaluation criteria/matrix
- Project content to post on DTS website

Project schedule: July 1, 2018 – June 30, 2022

➤ **Task 3.10 - PM Peak Period Tow Away Zone Modifications**

Responsible agency: Department of Transportation Services

Work Performed/Status:

In November 2019, the consultant completed their draft final report for the Downtown/Chinatown area and the Urban Core area. The draft final report was to be presented at the Policy Board on March 31, 2020. However, due to COVID-19, the March 31 meeting was postponed. DTS' consultants presented to the Policy Board on September 29, 2020. Final reports were provided in April 2021 and the final invoice processed in June 2021. This project has been closed out.

Project schedule: July 2015 – June 2022

Click here to view draft work products:

<https://www.oahumpo.org/projects/planning-studies/pmpeaktazmodifications/>

➤ **Task 3.11 - Review and Update of Planned Rights of Way for Existing Streets**

Responsible agency: Department of Transportation Services  
Work Performed/Status:

- Existing conditions evaluation is complete.
- Public involvement presentation material, online commenting app and storyboard is drafted, and public meeting is scheduled.
- Street types have been assigned and street improvement dashboard is drafted.
- GIS inventory is complete.
- Outline draft report has been accepted and wireframe final report has been drafted.

Project schedule: September 13, 2017 – December 31, 2021

➤ **Task 3.13 – Transportation Demand Management Plan**

Responsible agency: Department of Transportation Services  
Work Performed/Status:

- Project kickoff was completed
- Steering committee is active
- Existing conditions and best practices reports published
- Draft goals and objectives targets and “long list” of TDM strategies has been prepared.
- Website is live: <https://honolulu.gov/completestreets/tdm>

Project schedule: July 1, 2019 – June 30, 2023

➤ **Task 3.14 – Vision Zero Action Plan**

Responsible agency: Department of Transportation Services  
Work Performed/Status:

A contract was awarded at end of the reporting period and a notice to proceed issued to the consultant on August 2, 2021. OahuMPO processed one invoice reimbursing DTS for staff time in the reporting period.

Project schedule: July 1, 2019 – June 30, 2023

➤ **Task 3.16 – Autonomous Vehicle Planning Study**

Responsible agency: Department of Transportation Services  
Work Performed/Status:

- Review of literature ongoing
- SAV Scenario Generation
  - Two broad scenarios identified to define the parameters to help constrain the possibilities of shared autonomous vehicle use and operation.
- Modeling and analysis

- Development of models to generate synthetic household travel patterns with SAVs.

Project schedule: July 1, 2019 – June 30, 2023

### **Task 3 – Unobligated Short Range Planning Studies by Subrecipients**

There are no updates on the below studies during the reporting period of SFY21. These studies did not have funds obligated because the subrecipients had not yet indicated readiness to proceed.

**Energy Conservation and Emissions Reduction Plan – Task 3.18**

**Waikiki Loading Zone Management Study – Task 3.6**

**Royal Kunia Public Transit and Day Care Facility Master Plan – Task 3.10**

**New Mobility Plan – Task 3.15**

**Planning for Improved Resilience to Coastal Hazards through Green Infrastructure**

**Multi-modal Mobility Hub Planning**

**Alternative Deployment of AV Technology Scenarios Planning**

**Dillingham Corridor Mobility Data Planning Study**

**Multi-modal Transit Asset Management Plan – Phase 2**

**Congestion & Mobility Pricing Study**

## Task 4 – Long Range Planning

Task Summary: The objective of Task 4 is to develop, document, amend, and publish the Oahu Regional Transportation Plan (ORTP) to meet the needs of the metropolitan area for a 20-year horizon, in accordance with Federal, State, and local regulations. OahuMPO is the responsible agency.

### ➤ **Oahu Regional Transportation Plan**

#### Status:

The 2045 ORTP was approved by the OahuMPO Policy Board at their April 2021 meeting. The approved plan can be viewed here: [https://www.oahumpo.org/?wpfb\\_dl=2215](https://www.oahumpo.org/?wpfb_dl=2215).

Most of the work to put together the ORTP was completed during the reporting period (SFY21).

OahuMPO faced several challenges completing the 2045 ORTP. These include:

- Significant contract extension delays for the technical assistance consultant contract from June through October of 2020, which impacted the completion of our revenue forecast and the finalization of the plan. The revenue forecast was originally scheduled to be completed in summer of 2020.
- Significant contract extension delays for the travel demand forecast modeling contract which delayed the completion of the plan.
- Four different project managers in the last four years, other staff member's turnover, including the Senior Transportation Planner, Transportation Impact Analyst, and Community Planner,
- Impacts of COVID-19 on workflow, particularly designing and executing public involvement, and many others
- Delays in receiving land-use model inputs, calibration, and completion

#### Worked Performed:

##### Revenue Forecast:

- Facilitated with consultant assistance a revenue forecasting working group meeting with FHWA, State, and City officials
- Completed forecast report based on feedback from the working group
- Constrained project and program list based on forecast

##### Chapter/Miscellaneous ORTP Related Work:

- OahuMPO staff presented to the Technical Advisory Committee, Citizen Advisory Committee, and Policy Board drafted objectives and project and program prioritization process
- Created OahuMPO's first quantitative project and program prioritization process based on feedback from the public, working group, committees, and Policy Board
- OahuMPO staff drafted a new call for projects application and review the application with partner agencies
- OahuMPO held its call for projects and programs
- OahuMPO staff evaluated new projects and programs and presented the submission, evaluation, and scoring to the ORTP working group, Citizen Advisory Committee, Technical Advisory Committee, and Policy Board.
- Gathered and compiled data for the existing and forecasted conditions

- Completed verbiage for ORTP chapters, with feedback collected from the ORTP working group
- Reviewed designs/designed versions of ORTP chapters from DTL

Public Involvement:

- Wrote Phase 2 Public Involvement Plan
- Executed Phase 2 and 3 public involvement efforts, which included:
  - Online Map
  - Online Survey
  - Created instructional video/how to add comments to online map
  - Seven Community Meetings to seek feedback about final draft ORTP/projects and programs
  - Three Virtual Open Houses
  - Collaborated with the University of Hawai'i at Mānoa's Department of Urban and Regional Planning to engage college aged participants
  - Collaborated with the University of Hawai'i at Mānoa Uehiro Academy for Philosophy and Ethics in Education to engage children
  - Prepared newsletters with ORTP updates
  - Updated website and Facebook
  - Intergovernmental and public review period
- Wrote Public Participation Chapter summarizing public involvement activities and resulted

See the Public Participation section for more details about the strategies used during the ORTP outreach and engagement process.

➤ **Congestion Management Process**

Status:

OahuMPO is required by federal regulation (23 CFR Part 450.322) to prepare a Congestion Management Process (CMP). OahuMPO prepared the CMP consistent with federal regulations and best practice data visualization. OahuMPO will continue to improve the CMP process to ensure the process is reflective of the reality of congestion in the region.

Worked Performed: The approved CMP is located at:

<https://histategis.maps.arcgis.com/apps/Cascade/index.html?appid=9fcdf282558e47c7bd2d7becb23847a2>

## Financial Tables

### OahuMPO Staff Time

Task	Title	Cost Category	Work Element Schedule	Budget as of 7/1/2020	Budget Adjustments	Revised Budget	Expenditures as of 6/30/2021	Balance as of 6/30/2021	Percent of budget expended
1.1	Program Administration & Management	Staff Time	SFY2021	\$ 703,000	\$ (35,301)	\$ 667,699	\$ (657,381)	\$ 10,318	98%
1.2	OWP Development & Management	Staff Time	SFY2021	\$ 82,000	\$ (12,857)	\$ 69,143	\$ (69,143)	\$ -	100%
1.3	Subrecipient Monitoring	Staff Time	SFY2021	\$ 10,500	\$ 14,550	\$ 25,050	\$ (25,050)	\$ -	100%
1.4	Single Audit	Staff Time	SFY2021	\$ 44,000	\$ (6,066)	\$ 37,934	\$ (18,616)	\$ 19,318	49%
1.5	Public Participation Plan	Staff Time	SFY2021	\$ 11,000	\$ 22,769	\$ 33,769	\$ (33,769)	\$ -	100%
2.3a	Computer Model Operations and Support	Staff Time	SFY2021	\$ 36,000	\$ -	\$ 36,000	\$ (21,097)	\$ 14,903	59%
2.4	Title VI Environmental Justice Analysis	Staff Time	SFY2021	\$ 6,500	\$ 1,263	\$ 7,763	\$ (7,814)	\$ (51)	101%
3.1	Transportation Improvement Program	Staff Time	SFY2021	\$ 32,000	\$ 11,066	\$ 43,066	\$ (43,066)	\$ -	100%
3.2	Transportation Alternatives Program Coordination	Staff Time	SFY2021	\$ 15,000	\$ -	\$ 15,000	\$ (12,125)	\$ 2,875	81%
3.17	Farrington Highway Makaha Beach Park Realignment Feasibility Study	Staff Time	SFY2021	\$ 98,013		\$ 98,013	\$ (1,358)	\$ 96,655	1%
4.1	Oahu Regional Transportation Plan	Staff Time	SFY2021	\$ 142,000		\$ 142,000	\$ (135,968)	\$ 6,032	96%
4.2	Congestion Management Process Update	Staff Time	SFY2021	\$ 21,000	\$ 44,576	\$ 65,576	\$ (65,576)	\$ -	100%

Notes:

Task 3.17: This study was canceled in the OWP FY2022.



**OahuMPO Consultants, Overhead and Misc Expenses**

Task	Title	Cost Category	OWP Year (SFY)	Prior Year Budget Remaining	New FY21 Budget as of 7/1/2020	Budget Adjustments	Revised Budget	Expenditures as of 6/30/2021	Balance as of 6/30/2021	Percent of budget expended
1.4a	Single Audit - Auditor	Consultant	SFY2021	\$ 18,332	\$ 45,000		\$ 63,332	\$ (56,200)	\$ 7,132	89%
1.4b	Single Audit - Spires (Accounting System)	Consultant	SFY2020	\$ 52,236			\$ 52,236	\$ (8,406)	\$ 43,830	16%
1.4c	Single Audit - SWK Technologies, Inc. (Accounting System)	Consultant	SFY2021	\$ -	\$ 79,280		\$ 79,280	\$ (45,740)	\$ 33,540	58%
2.3	Computer Model Operations and Support - Land Use Model	Consultant	SFY2017	\$ 49,200			\$ 49,200		\$ 49,200	0%
2.3	Computer Model Operations and Support - Travel Demand Model	Consultant	SFY2018	\$ 42,299			\$ 42,299	\$ -	\$ 42,299	0%
2.3	Computer Model Operations and Support - Travel Demand Model	Consultant	SFY2021	\$ 81,731	\$ 200,000		\$ 281,731	\$ (269,159)	\$ 12,572	96%
3.17a	Farrington Highway Makaha Beach Park Realignment Feasibility Study	Consultant	SFY2021	\$ 299,059	\$ -		\$ 299,059	\$ (24,189)	\$ 274,870	8%
4.1a	ORTP - Consultant (Jacobs)	Consultant	SFY2021	\$ 143,417	\$ 150,000		\$ 293,417	\$ (146,819)	\$ 146,597	50%
4.1b	ORTP - Consultant (DTL)	Consultant	SFY2019	\$ 31,726	\$ -		\$ 31,726	\$ (26,627)	\$ 5,099	84%

1.1	Rent, Utilities & Misc Expenses	Overhead	SFY2021	\$ 150,000	\$ 150,000	\$ 17,992	\$ 167,992	\$ (167,992)	\$ -	100%
1.1	Gen Tech Assistance - NHI Courses	Training	SFY2021	\$ -	\$ 52,000	\$ (17,992)	\$ 34,008	\$ -	\$ 34,008	0%

2.2 b	Computer Model Operations & Support - TDFM Data Purchase	Data	SFY2021		\$ 50,000	\$ -	\$ 50,000	\$ (50,000)	\$ -	100%
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Notes:

- **Task 1.4b:** Spires assisted OahuMPO in identifying an accounting system vendor. The remaining balance will be deobligated and applied to the OWP FY2023
- **Task 1.4c:** This balance will be expended in SFY2022
- **Task 2.3:** The UrbanSim contract was managed by the City Department of Planning & Permitting and funded by OahuMPO. All expenditures were made prior to SFY2021.
- **Task 3.17a:** This study was cancelled in the OWP FY2022. The balance was deobligated.
- **Task 1.1 – Gen Tech Assistance:** There were no expenditures on NHI courses due to COVID. OahuMPO transferred \$17,992 to cover a budget shortfall.
- **Task 1.1 – Overhead:** This was underbudgeted because two lease payments from SFY20 were processed in SFY21.

## Subrecipients

Task	Title	Agency	Schedule End Date	Budget as of 7/1/2020	Budget Adjustments	Revised Budget	Expenditures as of 6/30/2021	Balance as of 6/30/2021	Percent of budget expended
2.1	Transit Rider Survey Project	DTS	6/30/2022	\$ 1,400,000	\$ -	\$ 1,400,000		\$ 1,400,000	0%
2.4	Active Transportation Monitoring Data Phase 1	DTS	6/30/2024	\$ 200,000	\$ -	\$ 200,000	\$ -	\$ 200,000	0%
2.5	Work Where You Live	DTS/OPSD	6/30/2023	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ 100,000	0%
3.4	PM Peak Period Tow Away Zone Modifications	DTS	6/30/2022	\$ 30,000	\$ -	\$ 30,000	\$ (30,000)	\$ -	100%
3.5	Review and Update of Planned Rights of Way for Existing Streets	DTS	12/31/2021	\$ 500,000	\$ -	\$ 500,000		\$ 500,000	0%
3.6	Oahu Mass Transit Joint Feasibility Study	DTS	6/30/2022	\$ 302,400	\$ -	\$ 302,400		\$ 302,400	0%
3.9	Ala Moana Transit Plaza Alternatives Analysis	DTS	6/30/2022	\$ 500,000	\$ -	\$ 500,000	\$ (218,563)	\$ 281,437	44%
3.1	Multi-Modal Transit Asset Management Plan - Phase 1	DTS	6/30/2022	\$ 250,000	\$ -	\$ 250,000	\$ (99,679)	\$ 150,321	40%
3.11	Kapolei Maintenance Facility & Transit Center Alternatives Analysis	DTS	6/30/2022	\$ 500,000	\$ -	\$ 500,000	\$ (254,405)	\$ 245,595	51%
3.13	TDM Plan	DTS	6/30/2023	\$ 535,000	\$ (51,646)	\$ 483,354	\$ (27,616)	\$ 455,738	6%
3.14	Vision Zero Action Plan	DTS	6/30/2023	\$ 2,000,000	\$ (740,000)	\$ 1,260,000	\$ (47,314)	\$ 1,212,687	4%
3.16	Autonomous Vehicle Planning Study	HART	6/30/2023	\$ 50,000	\$ -	\$ 50,000		\$ 50,000	0%

### Notes:

- **Task 3.4:** This study is now closed out.
- **Task 3.5:** No reimbursement requests were received until SFY2022.
- **Task 3.6:** Study was canceled in the OWP FY2022
- **Task 3.13:** The budget for this study was reduced in the OWP FY2022 as requested by DTS.

## Revolving Account Report

OahuMPO is required by [Act 132, Session Laws of Hawaii 2015](#) to submit to the legislature annually a detailed accounting of the activities of the revolving account during the reporting period.

### Revenue

Oahu MPO Revenue - FY2021					
F-FY-ACCT	Proj No	Amount	Doc Type	Opt Data	FY/FM
S-21-338	X99200	10,356.00	JV	JV-005_2018-00	202101
S-21-338	X99200	39,503.00	JV	JV-012 MAY 202	202101
S-21-338	X99200	31,105.00	JV	JV-011_2018-00	202101
S-21-338	X99200	8,858.00	JV	JV-005_2018-00	202101
<b>July Total</b>		<b>89,822.00</b>			
S-21-338	X99240	121.54	JV		202102
S-21-338		(40,567.70)	JV	JV-059,TRFR RE	202102
S-21-338	X99100	18,515.40	JV		202102
S-21-338	X99200	48,771.84	JV		202102
S-21-338	X99200	37,048.39	JV		202102
S-21-338	X99240	109.54	JV		202102
S-21-338	X99100	40,651.74	JV		202102
S-21-338	X99200	36,968.58	JV		202102
S-21-338	X99100	32,229.96	JV		202102
S-21-338	X99200	33,518.66	JV		202102
<b>August Total</b>		<b>207,367.95</b>			
S-21-338	X99200	111.00	TR	PCARD REBATE Q	202104
S-21-338	X99200	9,600.00	JV		202104
S-21-338	X99200	40,868.73	JV		202104
S-21-338	X99200	22,400.00	JV		202104
S-21-338	X99200	74,745.00	JV	JV-105AUG_SEP	202104
S-21-338	X99200	49,256.00	JV	JV-101 JULY 20	202104
S-21-338	X99200	32,460.00	JV	JV-095 JUNE 20	202104
<b>October Total</b>		<b>229,440.73</b>			
S-21-338	X99200	36,166.49	JV		202105
S-21-338	X99200	35,185.95	JV		202105
S-21-338	X99200	37,574.00	JV		202105
S-21-338	X99200	105.27	TR	PCARD REBATE Q	202105
<b>November Total</b>		<b>109,031.71</b>			
S-21-338	X99200	46,068.00	JV	JV-133 OCT 20	202106
S-21-338	X99200	35,014.38	JV		202106
<b>December Total</b>		<b>81,082.38</b>			
S-21-338	X99200	27,058.00	JV	JV-149 NOV 20	202107
S-21-338		252.48	JV	OMPO	202107
S-21-338	X99200	61,597.03	JV		202107
<b>January Total</b>		<b>88,907.51</b>			
S-21-338		229.48	JV	OMPO	202108

S-21-338		162.82	JV	OMPO	202108
S-21-338	X99200	10,144.00	JV	JV-165 DEC 20	202108
<b>February Total</b>		<b>10,536.30</b>			
S-21-338		128.31	JV	OMPO	202109
S-21-338		145.34	JV	OMPO	202109
S-21-338	X99200	75,650.47	JV		202109
S-21-338	X99200	94,034.85	JV		202109
S-21-338	X99200	7,399.00	JV	JV-183 JAN 202	202109
S-21-338	X99200	106.81	TR	PCARD REBATE Q	202109
<b>March Total</b>		<b>177,464.78</b>			
S-21-338	X99200	8,908.00	JV	JV-206 FEB 202	202110
S-21-338	X99200	11,873.00	JV	JV-228 MAR 202	202110
S-21-338		138.20	JV	OMPO	202110
<b>April Total</b>		<b>20,919.20</b>			
S-21-338	X99200	73.80	TR	PCARD REBATE Q	202111
S-21-338		86.57	JV	OMPO	202111
S-21-338	X99100	36,278.66	JV		202111
S-21-338	X99200	41,224.14	JV		202111
S-21-338	X99100	42,307.66	JV		202111
S-21-338	X99200	34,854.07	JV		202111
<b>May Total</b>		<b>154,824.90</b>			
S-21-338	X99200	9,312.00	JV	JV-258 APR 202	202112
S-21-338		56.09	JV	OMPO	202112
S-21-338	X99200	39,986.93	JV		202112
S-21-338	X99200	37,349.41	JV		202112
S-21-338	X99100	34,185.73	JV		202112
S-21-338	X99200	47,064.00	JV	JV-266 MAY 202	202112
<b>June Total</b>		<b>167,954.16</b>			

Other Revenue - FY2021 OahuMPO Dues					
S-21-338	X99100	95,663.00	JV	JV-0XX OMPO DU	202103
S-21-338	X99100	95,663.00	TR	HART OMPO DUES	202106
S-21-338	X99100	8,971.00	TR	C&C OMPO DUES	202107
S-21-338	X99100	86,692.00	TR	C&C OMPO DUES	202107

**Total Dues FY2021** **286,989.00**

Remaining FY2020 Dues Balance 88,011.00

**Total Dues** **375,000.00**

**Total Revenue** **1,712,351.62**

## Expenditures

Consultants		
Vendor Name	Amount	FY/FM
Accuity LLC	\$12,000.00	August
Accuity LLC	\$16,000.00	August
<b>Total August</b>	<b>\$28,000.00</b>	
Accuity LLC	\$12,000.00	September
<b>Total September</b>	<b>\$12,000.00</b>	
CH2M HILL, INC.	\$66,221.70	November
SSFM INTERNATIONAL, INC.	\$31,575.20	November
<b>Total November</b>	<b>\$97,796.90</b>	
Accuity LLC	\$4,400.00	January
WSP USA INC.	\$163,300.60	January
<b>Total January</b>	<b>\$167,700.60</b>	
CH2M HILL, INC.	\$63,086.95	February
Accuity LLC	\$3,325.00	February
<b>Total February</b>	<b>\$66,411.95</b>	
Accuity LLC	\$3,800.00	March
CH2M HILL, INC.	\$36,756.30	March
<b>Total March</b>	<b>\$40,556.30</b>	
Accuity LLC	\$2,375.00	April
CH2M HILL, INC.	\$9,330.55	April
DTL, LLC	\$26,627.00	April
WSP USA INC.	\$21,539.60	April
<b>Total April</b>	<b>\$59,872.15</b>	
CH2M HILL, INC.	\$2,853.25	May
PLANNING SOLUTIONS, INC.	\$18,992.35	May
SWK TECHNOLOGIES, INC.	\$45,740.00	May
WSP USA INC.	\$58,894.65	May
<b>Total May</b>	<b>\$126,480.25</b>	
<b>Total Consultants FY2021</b>	<b>\$598,818.15</b>	

Lease		
707 RICHARDS HOLDINGS, LLC	\$9,129.30	July
707 RICHARDS HOLDINGS, LLC	\$9,129.30	August
707 RICHARDS HOLDINGS, LLC	\$9,129.30	September
707 RICHARDS HOLDINGS, LLC	\$9,129.30	October
707 RICHARDS HOLDINGS, LLC	\$9,129.30	October
707 RICHARDS HOLDINGS, LLC	\$9,129.30	November
707 RICHARDS HOLDINGS, LLC	\$59.86	December
707 RICHARDS HOLDINGS, LLC	\$29.93	December
707 RICHARDS HOLDINGS, LLC	\$29.93	December
707 RICHARDS HOLDINGS, LLC	\$9,129.30	December
707 RICHARDS HOLDINGS, LLC	\$304.43	January

707 RICHARDS HOLDINGS, LLC	\$9,129.30	February
707 RICHARDS HOLDINGS, LLC	\$9,129.30	March
707 RICHARDS HOLDINGS, LLC	\$9,129.30	March
707 RICHARDS HOLDINGS, LLC	\$9,129.30	April
707 RICHARDS HOLDINGS, LLC	\$9,267.73	June
<b>707 Richards Holdings, LLC Total</b>	<b>\$110,114.18</b>	<b>FY2021</b>

Misc Expenses		
Motor Pool	26.25	November
Motor Pool	20.00	November
ZULUETA, KIT PRODUCTIONS, LLC	\$1,666.66	May
<b>Motor Pool Total</b>	<b>\$1,712.91</b>	<b>FY2021</b>

P-Card Expenses		
FIRST HAWAIIAN BANK	2,010.90	August
FIRST HAWAIIAN BANK	6,004.91	September
FIRST HAWAIIAN BANK	2,855.23	October
FIRST HAWAIIAN BANK	3,505.34	November
FIRST HAWAIIAN BANK	6,430.84	January
FIRST HAWAIIAN BANK	2,387.80	February
FIRST HAWAIIAN BANK	1,318.51	March
FIRST HAWAIIAN BANK	9,521.03	April
FIRST HAWAIIAN BANK	1,267.72	May
FIRST HAWAIIAN BANK	630.31	June
<b>FHB Total</b>	<b>\$35,932.59</b>	<b>FY2021</b>

Payroll Expenses		
Payroll	75,149.73	July
Payroll	81,677.50	August
Payroll	80,700.72	September
Payroll	83,372.68	October
Payroll	86,989.98	November
Payroll	47,360.54	December
Payroll	166,648.53	January
Payroll	90,618.14	February
Payroll	103,721.99	March
Payroll	88,338.29	April
Payroll	91,505.66	May
Payroll	88,375.58	June
<b>Payroll Total</b>	<b>\$1,084,459.34</b>	<b>FY2021</b>

**Total FY2021 Expenditures**                      **\$1,831,037.17**

**Notes:**

- This revolving account report does not include transactions for subrecipient funding. Annual expenditures for subrecipient studies are provided on page 26.
- In the revenue section, "JV" stands for journal voucher and signifies a transfer of funds between departments within the HDOT.
  - Highways Planning is responsible for submitting reimbursement requests to the Federal Highway Administration. When these funds are received, they are transferred via JV to the HDOT Business Office, which administers OahuMPO's revolving account
- Reimbursement requests to FHWA are sent bimonthly and in batches. This means that revenues and expenditures in any given month won't match – it can take at least a month to receive reimbursement after an expenditure is made. The batch processing also means that there is limited information available to OahuMPO about which expenditures each reimbursement covers.

For additional information, please contact us:

By mail	Oahu Metropolitan Planning Organization 707 Richards Street, Suite 200 Honolulu, Hawaii 96813-4623
By telephone	808-587-2015
By facsimile	808-587-2018
By e-mail	OahuMPO@OahuMPO.org
Download this document at	<a href="https://www.oahumpo.org/resources/publications-and-reports/oahumpo-annual-reports/">https://www.oahumpo.org/resources/publications-and-reports/oahumpo-annual-reports/</a>