

OVERALL WORK PROGRAM
State Fiscal Year 2024 - 2025
(July 1, 2023 – June 30, 2025)

Endorsed by the OahuMPO Policy Board on April 25, 2023.

Final Draft



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.

This page intentionally left blank.

Table of Contents

EXECUTIVE SUMMARY	7
INTRODUCTION	9
OVERVIEW.....	9
OAHUMPO STRUCTURE.....	9
OAHUMPO STAFFING PLAN.....	10
OAHUMPO REGIONAL PLANNING PRIORITIES.....	11
FEDERAL TRANSPORTATION LEGISLATION, PLANNING FACTORS & EMPHASIS AREAS.....	12
REGIONAL PLANNING STUDIES.....	13
FUNDING - OVERVIEW	14
FEDERAL FUNDS.....	14
NON-FEDERAL SHARE OF OAHUMPO OPERATIONS – REGULAR MEMBER DUES.....	15
COMPLETE STREETS FUNDING REQUIRED BY IJJA.....	15
TASK 1: MPO MANAGEMENT & PROGRAM ADMINISTRATION	16
BUDGET SUMMARY – TASK 1.....	19
TASK 2: DATA DEVELOPMENT AND MAINTENANCE	20
BUDGET SUMMARY – TASK 2.....	21
TASK 3: SHORT RANGE PLANNING	22
BUDGET SUMMARY – TASK 3.....	24
TASK 4: LONG RANGE PLANNING	25
BUDGET SUMMARY – TASK 4.....	26
TASK 5: PUBLIC PARTICIPATION	27
BUDGET SUMMARY – TASK 5.....	28
BUDGET SUMMARY BY COST CATEGORY	29
BUDGET SUMMARY BY TASK	30
SUMMARY OF FUNDING AND PROGRAMMED EXPENDITURES	30
APPENDIX A: PUBLIC AND INTERGOVERNMENTAL REVIEW COMMENTS AND DISPOSITIONS ...	31
APPENDIX B: REGIONAL PLANNING COORDINATION	34

LIST OF TABLES

TABLE 1: EXPECTED FUNDING SOURCES AND PROGRAMMED EXPENDITURES 7

TABLE 2: TAC AND PB MEMBERSHIP 10

TABLE 3. AVAILABILITY OF FEDERAL FUNDS 14

TABLE 4. FY2024-2025 DUES AND CREDIT FOR DUES REMAINING FROM PREVIOUS YEARS (SUBJECT TO CHANGE) 15

TABLE 5: TASK 1 BUDGET 19

TABLE 6: TASK 2 BUDGET 21

TABLE 7: TASK 3 BUDGET 24

TABLE 8: TASK 4 BUDGET 26

TABLE 9: TASK 5 BUDGET 28

TABLE 10: BUDGET BY COST CATEGORY..... 29

TABLE 11: BUDGET SUMMARY BY TASK 30

TABLE 12. SUMMARY OF FUNDING AND PROGRAMMED EXPENDITURES 30

TABLE 13. LISTING OF PLANNING ACTIVITIES THAT ARE FUNDED FROM SOURCES OTHER THAN THOSE REQUIRED TO BE PROGRAMMED THROUGH THE OWP. 34

LIST OF FIGURES

FIGURE 1. OAHUMPO ORGANIZATIONAL COMPONENTS AND INFORMATION FLOW. 9

FIGURE 2. OAHUMPO ORGANIZATIONAL CHART FOR FY2024-2025 (SUBJECT TO CHANGE)..... 11

LIST OF ACRONYMS

Acronym	Definition
BIL	Bipartisan Infrastructure Law
CAC	Citizen Advisory Committee
CFR	Code of Federal Regulations
CMP	Congestion Management Process
DBE	Disadvantaged Business Enterprise
DBEDT	Department of Business, Economic Development, and Tourism (State)
DDC	Department of Design and Construction (City)
DFM	Department of Facilities Maintenance (City)
DOH	Department of Health (State)
DPP	Department of Planning and Permitting (City)
DTS	Department of Transportation Services (City)
FAA	Federal Aviation Administration
FAST Act	Fixing America's Surface Transportation Act
FFY	Federal Fiscal Year (October 1 st -September 30 th)
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	State of Hawaii Fiscal Year (July 1 st -June 30 th)
GIS	Geographic Information Systems
HART	Honolulu Authority for Rapid Transportation
HDOT	Department of Transportation (State)
HPD	Honolulu Police Department
HSTA	Hawaii Statewide Transportation Plan
HTA	Hawaii Tourism Authority
IIJA	Infrastructure Investment and Jobs Act
LUM	Land Use Model
MPO	Metropolitan Planning Organization
NHS	National Highway System
OahuMPO	Oahu Metropolitan Planning Organization
OMB	Office of Management and Budget (Federal)
OPSD	Office of Planning and Sustainable Development (State)
ORTP	Oahu Regional Transportation Plan
OWP	Overall Work Program
PB	Policy Board
PEL	Planning and Environmental Linkages
PL	Metropolitan Transportation Planning Funds (FHWA)
PEAs	Planning Emphasis Areas
PPP	Public Participation Plan
SOV	Single occupant vehicle
SRTIP	Short-Range Transit Improvement Plan
STBG	Surface Transportation Block Grant (FHWA fund)
STIP	Statewide Transportation Improvement Program
T6/EJ	Title VI and Environmental Justice
TA	Transportation Alternatives
TAC	Technical Advisory Committee

TAMP	Transportation Asset Management Plan
TDFM	Travel Demand Forecasting Model
TDM	Transportation Demand Management
TIP	Transportation Improvement Program
TMA	Transportation Management Area
TOD	Transit Oriented Development
UH	University of Hawaii
US	United States
USC	United States Code
USDOT	United States Department of Transportation (Federal)
WE	Work Element
§	Section

Executive Summary

The FY2024-2025 Overall Work Program (OWP) for the Oahu Metropolitan Planning Organization (OahuMPO) serves as the key management tool for coordinating transportation planning for the island of Oahu by the State and the City. The OWP provides complete budget information to Federal, State, and City officials and to the public for the expenditure of Federal funds for planning activities being carried out by the OahuMPO and its partner agencies. OahuMPO partner agencies include the Hawaii Department of Transportation (HDOT), The City and County of Honolulu Department of Transportation Services (DTS) and the Honolulu Authority for Rapid Transportation (HART).

The OWP is a requirement 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

For the two-year period FY2024-2025,² OahuMPO anticipates new funding consisting of federal grants and local matching funds to total \$7.1 million. In addition, OahuMPO is programming unobligated federal funds from prior years and local matching funds totaling \$2.7 million.

Table 1: Expected Funding Sources and Programmed Expenditures

Expected Funding Sources	Federal Share	Local Share	Total
Federal Highway Administration- PL (New Apportionment)	\$4,127,991	\$1,031,998	\$5,159,989
Federal Transit Administration - 5305(d) (New Apportionment)	\$868,099	\$217,025	\$1,085,124
Federal Highway Administration - STBG Urbanized (New Apportionment) 100% Federal	\$200,000	\$0	\$200,000
Federal Highway Administration - STBG Urbanized (New Apportionment) 80/20	\$586,880	\$146,720	\$733,600
Federal Highway Administration - PL (Prior Year)	\$2,203,854	\$550,964	\$2,754,818
Total Funding Available	\$7,986,824	\$1,946,707	\$9,933,531

OWP FY2024-2025 Funding Request	Federal	Local	Total
OahuMPO Regular Operations	\$3,585,000	\$896,250	\$4,481,250
Training/Workforce Development	\$200,000		\$200,000
Regional Planning Studies	\$4,201,824	\$1,050,456	\$5,252,280
Total Funding Request	\$7,986,824	\$1,946,706	\$9,933,530

In FY2024-2025, OahuMPO's priorities will be to continue focusing on our federally required work products and increasing our technical capacity. We will particularly emphasize the following:

- Respond to and address corrective actions and recommendations from the 2022 federal TMA Certification Review, including updates to our policies and procedures;
- Implement strategic initiatives and action items from the OahuMPO Strategic Plan;
- Build up our staff resources to take a larger role in planning studies and complete more of our required work products in-house;
- Develop the Oahu Regional Transportation Plan 2050 (ORTP) including updates to the Transportation Demand Forecasting Model (TDFM) and Congestion Management Process (CMP), and employ new tools such as scenario planning;
- Update the Transportation Improvement Program (TIP);

¹ 23 CFR 450.308.

² The State fiscal years (FY) 2024-2025 covers the period from July 1, 2023 through June 30, 2025, inclusive. Funding for these projects utilizes the Federal appropriation received for Federal fiscal year (FFY) 2023 and 2024.

- Implement and monitor Federal performance measures;
- Improve and evaluate Title VI/EJ areas in all required work products.
- Support and manage subrecipient planning studies that contribute to our required work products;
- Be proactive and transparent in public involvement; and
- Provide support for the OahuMPO Policy Board and Advisory Committees.

The FY2024-2025 budget reflects these priorities.

OWP Structure and Work Element Summary

The Overall Work Program is broadly organized into the five main tasks described below. The bulleted projects in bold are new in the OWP FY2024-2025:

Task 1 – MPO Administration and Management includes 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 support continuous, comprehensive, and cooperative transportation planning.

- Program Administration and Management
- Training, Education, Workforce Development
- General Technical Assistance and Planning Support
- OWP Development and Management
- Subrecipient Monitoring
- Single Audit

Task 2 – Data Development and Maintenance describes the collection, maintenance, and analyses of special and demographic data to support planning efforts.

- Computer Model Operations and Support
- Performance-based Planning and Programming
- Title VI/Environmental Justice Monitoring
- **Active Transportation Monitoring Program Phase IV**
- **Transit Rider Survey Project – Phase II**

Task 3 – Short Range Planning includes planning for activities to be completed within a three to ten-year time frame, including the TIP and transit feasibility and operations planning. Task 3 activities assist in the development and/or implementation of the ORTP.

- Transportation Improvement Program
- Transportation Alternatives Coordination
- **Multimodal Assessment – Phase II**
- **State Government Employee TDM Study**
- **Short-Range Transit Improvement Program**
- **Mobility Hub Planning Study – Phase II**

Task 4 – Long Range Planning includes planning activities that 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.

- Oahu Regional Transportation Plan
- Congestion Management Process Update

Task 5 – Public Participation includes implementation of the public engagement activities described in the Public Participation Plan.

- **Educational Framework for Youth Engagement in Oahu’s Transportation Planning – Phase II**

Introduction

Overview

This document presents the FY2024-2025 Overall Work Program (OWP) for the Oahu Metropolitan Planning Organization (OahuMPO). The FY2024-2025 OWP serves as the key management tool for coordinating and conducting the transportation planning activities of the OahuMPO and its participating agencies: the State of Hawaii Department of Transportation (HDOT), the City and County of Honolulu Department of Transportation Services (DTS), and the 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.

OahuMPO Structure

The process of developing the annual OWP entails a closely coordinated effort among the OahuMPO and its participating agencies. A diagram of the OahuMPO's organization is shown in Figure 1. The current *Comprehensive Agreement*³ describing the specific roles and responsibilities of the OahuMPO and its participating agencies, was signed by the Governor, the City Council Chair (on behalf of the City as the transit operator), and the OahuMPO Policy Board Chair in 2015.

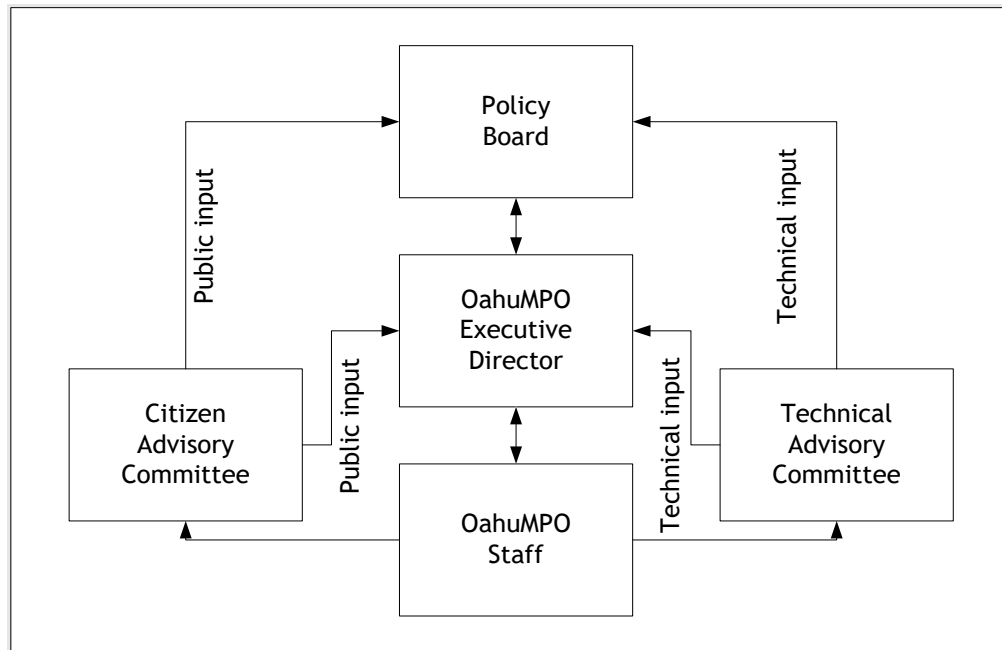


Figure 1. OahuMPO organizational components and information flow.

³ https://www.oahumpo.org/?wpfb_dl=1523

Oversight and Committees

As stated in Federal Regulations, the Policy Board (PB) is the MPO and, as such, the decision-making body of the OahuMPO. The Technical Advisory Committee (TAC) provides technical input to both the Policy Board and the OahuMPO Executive Director to carry out the continuing, cooperative, and comprehensive multimodal transportation planning process for OahuMPO. The table below shows voting and non-voting membership in the TAC and the Policy Board.

Table 2: Policy Board and TAC Membership

Policy Board	
Voting	Non-Voting
Two State Senators Two State Representatives Three City Councilmembers The HDOT Director The DTS Director The DPP Director The HART Director	FHWA Hawaii Division Office Administrator The Director of DOH The Director of State Office of Planning and Sustainable Development
Technical Advisory Committee	
Voting	Non-Voting
Two staff members from HDOT One staff member from DBEDT One staff member from OPSD Two staff members from DTS Two staff members from DPP Two staff members from HART	One representative from HTA One representative from FHWA One representative from FAA One representative from FTA One staff member from City DDC One staff member from City DFM

The **Citizen Advisory Committee (CAC)** is one of OahuMPO’s methods for individuals and organizations to provide public input to the Policy Board and the OahuMPO Executive Director on Oahu’s transportation planning needs and processes. At present, the CAC⁴ consists of representatives from 47 community associations, neighborhood boards, professional associations, businesses, private transportation providers, a transportation management association, developers, and other interested parties. Activities of the CAC are organized based on the *OahuMPO Public Participation Plan (PPP)*,⁵ which is compliant with the Federal requirements.⁶

OahuMPO Staffing Plan

OahuMPO staff carry out the planning activities described in the OWP and ensure fulfilment of our federal requirements. In FY2023, the OahuMPO had a total of 12 positions including five administrative and seven technical positions. During the two-year FY2024-2025 OWP, we will eliminate one administrative position and add three new permanent technically focused positions that will allow the OahuMPO to take a larger role in planning studies and complete a larger share of our work products in-house. The positions will be used to help build up capacity within our Modeling, GIS, and Data Team, and our Planning Studies and Long-Range Planning Team. In addition, we plan to add a temporary, part-time GIS focused position to specifically support coordination with land-use agencies and develop scenarios for optimizing federal performance measures. This addition of staff (for a total of 15 positions) will reduce our dependence on consultants during development and completion of the next iteration of the Oahu Regional Transportation Plan, scheduled to be published in spring 2026. The proposed organization chart for FY2024-2025 is shown on the following page.

⁴ See <http://www.oahumpo.org/about-mpo/committees/citizen-advisory-committee/>

⁵ See https://www.oahumpo.org/?wpfb_dl=2528

⁶ 23 CFR 450.316.

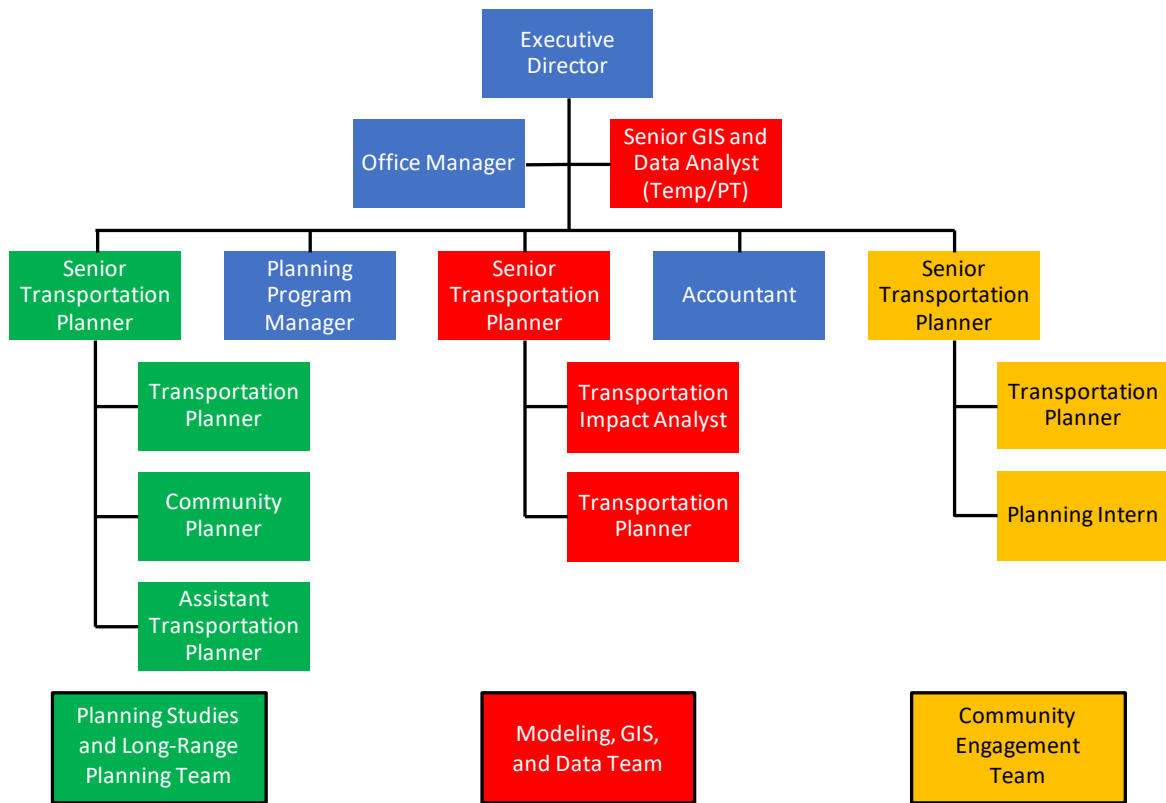


Figure 2. OahuMPO Organizational Chart for FY2024-2025 (subject to change).

OahuMPO Regional Planning Priorities

The OahuMPO regional planning priorities for FY2024-2025 have been established in consultation with the Policy Board through meetings and feedback received throughout the year. In December 2022, the Policy Board endorsed the 2023-2027 OahuMPO Strategic Plan, which provides the overall vision, mission, goals, objectives, major work products, timelines and milestones, proposed staffing, strategic initiatives, action items, and funding strategy that will guide the OahuMPO over the next five years.

The planning priorities listed below are emphasized in the OWP through allocation of OahuMPO staff time, contracted consultant support, or planning studies to completed in cooperation with planning partners.

Training and Staff Development

We are pursuing, developing, and implementing training and workforce development opportunities to build up professional and technical skillsets, and expand staff capacity, capability, and expertise, to meet federal requirements and responsibilities. The OWP includes funding for the Project Management Training Program and supports training of staff and policy board members.

Performance Based Planning and Programming

We are implementing a Performance Management system to establish, measure, track, and report on transportation-related data, to guide project decision-making and to achieve long-term regional goals.

Data Collection and Management

We are updating the Data Collection and Management program to become a platform for shared data, with a focus on local sources of data and multimodal and active transportation travel behavior.

Public Engagement

We are updating the Public Engagement program to better serve the diverse population of Oahu and reflect latest available tools, regional vision, and goals. OahuMPO is funding two work elements to enhance public outreach efforts, including a surveying platform that will support virtual public involvement and enable OahuMPO to engage the public through the visualization of various scenarios developed in the ORTP 2050 planning process. In addition, OahuMPO is funding Phase II of Educational Framework for Youth Engagement in Oahu's transportation planning, which builds on the pilot project funded in a prior OWP cycle.

Oahu Regional Transportation Plan (ORTP)

We are developing the next Oahu Regional Transportation Plan (ORTP 2050) using updated tools, apply scenario planning to test alternatives, and take advantage of peer review opportunities. This will be achieved with a combination of dedicated staff time and consultant support.

Congestion Management Process (CMP)

We are improving the Congestion Management Process using the latest tools, vision, and goals, and to apply techniques and programs that will lead to reduction of Single Occupant Vehicle (SOV) travel without the addition of general-purpose lanes. This will be accomplished with a combination of dedicated staff time and consultant support.

Transportation Improvement Program (TIP)

We are updating the Transportation Improvement Program (TIP) by utilizing new tools and developing new work processes to ensure accuracy and transparency, reducing the number of revisions, improving turnaround time, and for consistency with updated State TIP procedures, to result in more meaningful and impactful investments identified in the ORTP. This will be accomplished primarily through direct staff engagement and supplemented with consultant support.

Modernizing our Transit System

With the first phase of Honolulu's rail system anticipated to begin operation in calendar year 2023, and the full system expected to open in phases over the remainder of the decade, much of Oahu's planning work has been dedicated to preparing for rail's operation, by far the largest project on the ORTP and the TIP. The OWP FY2024-2025 will fund two transit studies to be completed in cooperation with DTS.

Federal Transportation Legislation, Planning Factors & Emphasis Areas

The Infrastructure Investment and Jobs Act (IIJA) also known as the Bipartisan Infrastructure Law (BIL), is the current federal surface transportation authorization that was signed into law on November 15, 2021. The IIJA/BIL carried forward ten planning factors first identified in the FAST Act, the former five-year surface transportation reauthorization bill. Per 23 CFR 450.306(b), the metropolitan transportation planning process shall provide for consideration and implementation of projects, strategies and services that will address the following factors:

Federal Planning Factors

- (1) Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- (2) Increase the safety of the transportation system for motorized and non-motorized users;
- (3) Increase the security of the transportation system for motorized and non-motorized users;
- (4) Increase accessibility and mobility of people and freight;
- (5) Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- (6) Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;

- (7) Promote efficient system management and operation;
- (8) Emphasize the preservation of the existing transportation system;
- (9) Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
- (10) Enhance travel and tourism.

Every task in the OWP FY2024-2025 addresses one or more of the above factors, through budgeting the resources required to facilitate the comprehensive, continuing, cooperative transportation planning process. Examples include planning for and executing monthly committee meetings, coordinating with participating agencies, and meeting federal requirements to complete regular updates to the ORTP and the TIP. It also supports the federal planning factors by funding regionally significant subrecipient planning studies. Examples include the Transit Rider Survey and the Short-Range Transit Improvement Program which address factors 1, 4, and 6.

Federal Planning Emphasis Areas

The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) Offices of Planning jointly developed updated Planning Emphasis Areas (PEAs) below and have encouraged MPOs and partner agencies to incorporate these PEAs as our OWPs and other programs are updated.

- Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future
- Equity and Justice40 in Transportation Planning
- Complete Streets
- Public Involvement
- Strategic Highway Network (STRAHNET)/U.S. Department of Defense Coordination
- Federal Land Management Agency Coordination
- Planning and Environmental Linkages (PEL)
- Data in Transportation Planning

Regional Planning Studies

The OahuMPO accepts proposals for regional planning studies at the start of each OWP planning cycle. For the FY2024-2025 OWP, the OahuMPO received proposals from partner agencies and other state and local organizations. Candidate projects submitted for consideration were evaluated, and seven planning studies were selected for inclusion in the OWP FY2024-2025 based on their consistency with the Regional Planning Priorities. The selected studies include:

1. Transit Rider Survey Phase II
2. Multi-Modal Assessment - Phase II
3. Educational Framework for Youth Engagement in Oahu's Transportation Planning - Phase II
4. State Government Employee TDM Study
5. Active Transportation Monitoring Phase IV
6. Short-Range Transit Improvement Program
7. Multimodal Mobility Hub Planning Study Phase II

Funding - Overview

Funds available to support the Overall Work Program FY2024-2025 consist of Federal and non-Federal sources. The Federal funds are provided by the Federal Highway Administration and the Federal Transit Administration and generally cover 80% of the OWP budget. The non-Federal funds for the OWP consist of member dues from partner agencies to support OahuMPO operations, and a local match for planning studies proposed by partner agencies and other state and local governmental agencies.

Federal Funds

New in FY2024-2025

Each year, OahuMPO receives a total of approximately \$3,000,000 in new Federal planning funds from the Federal Highway Administration and the Federal Transit Administration. These funds are authorized by the Federal government through the Infrastructure Investment & Jobs Act (i.e., IIJA) which took effect on November 15, 2021. The IIJA is a five-year authorization of transportation programs covering Federal fiscal years (FFY) 2022 through 2026.

The metropolitan planning funds available for state FY2024-2025 utilizes the Federal appropriation received for Federal fiscal year (FFY)2023-2024 and includes funds from one or more of the following:

23 U.S.C. §134 FHWA Metropolitan Planning (“PL”) funds: PL funds are available for MPOs to carry out the metropolitan transportation planning process required by 23 U.S.C. 134, including development of metropolitan area transportation plans and transportation improvement programs. PL funds cannot be used for NEPA activities or activities that will result in a project’s final design.

49 U.S.C. §5303/5305(d) FTA Funds. These FTA funds are used for planning purposes and often involve transit-related projects. Metropolitan transportation planning activities using these funds must be programmed in the OWP.

23 U.S.C. §133 FHWA Surface Transportation Block Grant (“STBG”) Program: STBG funds are flexible Federal Aid Highway program funds that may be used for surface transportation planning⁷. The OWP includes STBG funds sub-allocated to the metropolitan transportation area of Oahu, an urbanized area with a population over 200,000 per 23 U.S.C. §133(d)(1)(A)(i). STBG funds may be used for Training and Workforce Development at a 100% federal share.

Prior Year FHWA PL Funds

In addition to the funds apportioned to the OahuMPO through the IIJA, OahuMPO will program approximately \$2.2 million in PL funds from prior years that have remained unobligated.

Table 3. Availability of Federal Funds

Funding Type	Prior Year Funds	OahuMPO Share SFY2024	OahuMPO Share SFY2025	Total
New Apportionment: FHWA - PL		\$2,043,560	\$2,084,431	\$4,127,991
New Apportionment: FTA 5303/5305(d)		\$428,658	\$439,441	\$868,099
New Apportionment: FHWA - STBG Urbanized - 100% Federal		\$100,000	\$100,000	\$200,000
New Apportionment: FHWA - STBG Urbanized - 80/20		\$293,440	\$293,440	\$586,880
Prior Year FHWA - PL	\$2,203,854			\$2,203,854
Total				\$7,986,824

⁷ Refer to 23 USC 133(b) for the full list of eligible projects.

Non-Federal Share of OahuMPO Operations – Regular Member Dues

Federal funds that support OahuMPO’s staff, consultants and operations are matched with non-Federal funds provided by the State of Hawaii Department of Transportation, the City and County of Honolulu Department of Transportation Services, and the Honolulu Authority for Rapid Transportation. These funds are referred to as member dues and are established by a Finance Supplemental Agreement between OahuMPO and these three agencies.

Per the most recent executed agreement, members contribute \$143,750 each annually to support OahuMPO operations. The \$431,250 that OahuMPO receives annually as member dues enables the agency to program up to \$2,156,250 in planning activities annually through the OWP. As shown in the 2023-2027 OahuMPO Strategic Plan, endorsed by the Policy Board in December 2022, a 7% increase in member dues is planned for FY2025.

Each year, any unspent and unencumbered balance from the previous year’s dues is calculated and used to offset the dues requirements for the current year.

The below table summarizes the unencumbered member dues balance from previous years, and the credit applied to each of OahuMPO’s member agencies.

Table 4. FY2024-2025 Dues and Credit for Dues Remaining from Previous Years (SUBJECT TO CHANGE)⁸

FY	Dues remaining	Credit to each partner agency	Invoice to each agency in July 2023/2024	Supporting funds per agency	Total OahuMPO supporting funds for FY2023/2024
2024	TBD	TBD	\$143,750	\$143,750	\$431,250
2025	TBD	TBD	\$155,000	\$155,000	\$465,000
				Total	\$896,250

Complete Streets Funding Required by IIJA

In section 11206, “Increasing Safe and Accessible Transportation Options”, the IIJA requires that MPOs spend 2.5% of PL funds on Complete Streets or multi-modal planning.

The OWP FY2024-2025 programs \$4,127,991 in PL funds. The minimum that OahuMPO must spend on Complete Streets planning is \$103,199 per the IIJA requirement. There are two planning activities that allow us to meet (and exceed) this requirement:

1. Development of the ORTP 2050
2. Multimodal Assessment Phase II

⁸ The estimated credit to each partner agency will be added to the final draft.

Task 1: MPO Management & Program Administration

Purpose

To accomplish, on a continuing basis, the plans and programs necessary to administer Federal transportation planning grants and maintain the continuing, cooperative and comprehensive (3-C) planning process in and for the Oahu Transportation Management Area. The OahuMPO is responsible for all of Task 1.

- **Program Administration and Management**

This work element involves effective management of the administrative functions required to support the 3-C transportation planning process. The OahuMPO Executive Director and staff administer the metropolitan transportation planning process, as directed by the Policy Board, and ensure that all applicable Federal requirements are met. This includes activities such as submitting the necessary support documents to obtain Federal planning funds for the transportation planning program, monitoring Federal grants, supporting various aspects of the program, and continuous coordination of interagency planning activities.

Staff Tasks:

- Prepare for and attend properly noticed Policy Board and Technical Advisory Committee, meetings;
- Provide education and orientation sessions for the Policy Board, Technical Advisory Committee and Citizen Advisory Committee per their respective bylaws;
- Represent planning meetings with agency partners and communication with federal representatives as required;
- Coordinate the 3-C planning process;
- Manage and oversee OahuMPO work elements;
- Track, manage and coordinate work time by OahuMPO staff;
- Manage and track OahuMPO overhead costs;
- Management of staff by the Executive Director;
- Manage the Disadvantaged Business Enterprise (DBE) program to give minority-owned, women-owned, and other DBEs an opportunity to compete for Federally assisted planning projects; and
- Maintain agreements and written procedures with partner agencies, including the Comprehensive Agreement, Finance Supplemental Agreement, Administrative Supplemental Agreement, Data Sharing Agreement, and written procedures for Performance-Based Planning and Programming.

- **General Technical Assistance and Planning Support**

This work element ensures that Oahu's metropolitan transportation planning process carries out and complies with Federal metropolitan transportation planning requirements, including new requirements generated from Federal transportation laws and regulations and other State and City requirements. This work element ensures that the planning process remains certified.

This work element includes providing training, information and resources relating to the 3-C metropolitan transportation planning process to government agencies and other organizations, as required by Federal regulations and as appropriate for effective execution of OahuMPO's mission.

It also provides OahuMPO staff with the flexibility to respond to unanticipated needs for time, support, and assistance, as appropriate.

Staff Tasks:

- Participate in regional and statewide planning activities and with organizations that impact the regional multimodal transportation system;

- Participate in workshops, seminars, and meetings regarding Federal planning requirements;
- Develop new guidelines for and procedures for implementing metropolitan transportation planning requirements, as needed;
- Represent OahuMPO on appropriate transportation-related organizations and committees;
- Provide training and respond to requests for information, analysis, assistance, and planning support from participating agencies and other stakeholders;
- Deliver transportation-related presentations, materials, and information to organizations and the public;
- Prepare appropriate testimonies, documents, and responses to the City Council and the State Legislature; and
- Review the transportation planning aspects of reports and materials for agencies and organizations.

- **Computer and Network Maintenance**

This work element covers a myriad of routine maintenance activities as well as less-routine activities necessary to keep individual computer units and the office computer network up and running.

- **Professional Development**

The objective of this work element is to maintain a professional planning and support staff that is knowledgeable in the latest planning issues, techniques, analyses, and methodologies; to keep staff current with all required training, such as that required by the State Procurement Office.

This work element includes staff time only. Travel costs, training fees and reimbursement of dues for relevant professional organizations are budgeted in Training, Education and Workforce Development.

Staff Tasks:

- Attend conferences and workshops related to metropolitan transportation planning that are necessary and reasonable⁹;
- Attend mandatory trainings, as required by USDOT, State law, the City and County of Honolulu, or the Hawaii Department of Transportation; and
- Join, participate in, and be certified by a relevant professional organization determined to be necessary and reasonable.

- **OWP Development and Management**

The OWP is a federally required document that identifies the transportation planning activities of the OahuMPO and its participating agencies for the upcoming fiscal period.¹⁰ It includes transportation and transportation-related planning activities; identifies individual planning projects or work elements; and, provides a record of objectives, anticipated products, related work, tasks, and costs. As a result, it allows for the coordinated, transparent, and interrelated review of the proposed transportation planning activities on Oahu by Federal officials, local policy makers, and the public.

Staff Tasks:

- Develop an Overall Work Program that describes the planning priorities and associated regionally significant projects for the OahuMPO and its member agencies;
- Prepare an Annual Report to the Federal Highway Administration, the Federal Transit Administration and the Hawaii State Legislature twenty days prior to the start of the regular session;¹¹

⁹ Necessary for performing metropolitan planning tasks and can be obtained at a reasonable cost.

¹⁰ 23 CFR 450-318(a)

¹¹ As required by the Administrative Supplemental Agreement, available here: https://www.oahumpo.org/?wpfb_dl=1614

- Process revisions and administrative modifications to the OWP as needed;
- Maintain the OWP Process and Procedures document;
- Monitor work element budgets on an on-going basis; and
- Follow the Public Participation Plan in the development and revision of the OWP.

- **Subrecipient Monitoring and Support**

This work element involves monitoring subrecipients of OahuMPO federal planning grant funds consistent with 2 CFR 200, providing subrecipients guidance and support, and ensuring OahuMPO meets requirements as a pass-thru entity.

Staff Tasks:

- Perform pre-award risk assessments of subrecipients consistent with 2 CFR 200.332(b);
- Document funding agreements with subrecipients in the form of a subaward or a memo of agreement that meets requirements in 2 CFR 200.332(a); and
- Review reimbursement requests and monitoring expenditures of planning grant funds consistent with 2 CFR 200.

- **Accounting**

Staff time and consultant costs are both budgeted in this work element.

- Single Audit

This work element ensures that the financial operations of the OahuMPO and its subgrantees are in compliance with applicable Federal laws and regulations pursuant to the Single Audit Act Amendments of 1996. The auditing contract is procured by the State Auditor's Office. OahuMPO reimburses the State Auditor's Office in increments throughout the year.

The audit will determine and report whether:

- OahuMPO's financial statements present fairly the financial position and the financial operations are in accordance with generally accepted accounting principles;
- The OahuMPO has internal accounting and other control systems to provide reasonable assurance that the OahuMPO manages Federal financial assistance programs in compliance with applicable laws and regulations; and
- The OahuMPO has complied with laws and regulations of each major Federal grantor.

Staff Tasks:

- Manage the OahuMPO annual compliance and financial audit activities;
- Coordinate the auditing effort with OahuMPO's participating agencies and work with the HDOT accountants on the preparation of audit confirmation letters, review, and acceptance of the draft audit.

Consultant Tasks:

- State Office of the Auditor's consultant audits the OahuMPO and its subgrantees, consistent with OMB Circular A-133 requirements and in accordance with generally accepted auditing standards as prescribed by the American Institute of Certified Public Accountants, and Government Auditing Standards issued by the Comptroller General of the United States; and
- Consultant will submit any drafts of findings and recommendations and financial statements directly to the Office of the Auditor.

- **Training, Education, Workforce Development**

In FY2024-2025, OahuMPO is programming \$200,000 of STBG-Urbanized Funds at 100% federal share to support Training, Education and Workforce Development in two general areas:

- OahuMPO Staff and Policy Board Member Professional Development

This budget item will be used to support travel costs, workforce training, continuing education, and member association fees for relevant professional organizations, to build up technical capacity of the staff. It will also potentially fund various training opportunities for Policy Board members (with the prior written approval of FHWA).

- Government Agency Employee Training

This budget item will be used to develop and manage a professional training program for approximately 30 public employee project managers that will include lectures, seminars, workshops, and travel for MPO, City, and State employees in the following areas:

1. Provide Project Management training tailored toward government employee project managers of federally funded, complete-streets-related projects. The training program covers a variety of topics including allotment, procurement, encumbering funds, scope, schedule, budget, project planning, design, environmental review, contract management, inspection, close-out, etc. It is designed to enhance project management related skills among existing employees.
2. A mobile project management training workshop including visits to peer cities and organizations. The OahuMPO will lead the group of 30 project management training program participants on a multi-day training workshop, visiting peer cities and peer organizations, to meet with local leaders and project managers, learn lessons and techniques, and to see first-hand relevant example projects completed with federal funds. The estimated cost for the mobile training workshop is \$150,000.
3. Training and workshops to support implementation of the OWP-funded Vision Zero Action Plan and other programs focused on multimodal transportation safety and applying principles of Vision Zero and the Safe Systems Approach to the design, operation, and maintenance of roadways. Funds will be spent in cooperation with efforts being made by DTS, DOH, DOT, HPD, and others.

Budget Summary – Task 1

Table 5: Task 1 Budget

FY2024-2025	FHWA STBG-U	FHWA PL	FTA 5303(d)	Local Match	Total
OahuMPO					
Staff Time	\$0	\$513,491	\$588,099	\$275,398	\$1,376,988
Consultants ¹²	\$0	\$136,000		\$34,000	\$170,000
Training	\$200,000				\$200,000
Overhead	\$0		\$280,000	\$70,000	\$350,000
Total	\$200,000	\$649,491	\$868,099	\$379,398	\$2,096,988

¹² Funds remaining in the OWP FY2023 that are encumbered to consultant contracts will be carried over to the OWP FY2024-2025.

Task 2: Data Development and Maintenance

Purpose

To create, update, and maintain spatial information, demographic data, and analyses to support planning efforts.

- **Computer Model Operations and Support**

This work element supports the metropolitan transportation planning process and the federally required Congestion Management Process (CMP) through the use of computer modeling. It includes the day-to-day efforts required to run the models in conjunction with ongoing transportation planning needs. For example, OahuMPO's CMP is based on the use of an up-to-date Travel Demand Forecasting Model (TDFM) to evaluate projects proposed in the ORTP and TIP.

The following types of computer models are included under this task: the Travel Demand Forecasting Model (TDFM); Land use modeling (LUM); transit operations modeling; and other GIS-based analytical tools.

In FY2024-2025, OahuMPO staff and modeling consultants will continue working on a complete update to the TDFM for the ORTP 2050. Modeling consultant work will be completed under a contract procured in FY2022.

Staff tasks:

- Work with consultants to run the TDFM and LUM and analyze the results as necessary;
- Update the model specifications as necessary;
- Document any modifications to the user's manual; and
- Procure of and coordinate with consultant for operation of the TDFM and LUM to support planning efforts.

- **Performance Based Planning and Programming**

This work element supports OahuMPO staff time to coordinate with partner agencies on performance-based planning and programming and to complete the analysis necessary to support Policy Board adoption of performance targets as required.¹³

- **Title VI/Environmental Justice Monitoring**

This work element updates OahuMPO's Title VI and Environmental Justice (T6/EJ) populations with updated census data, as well as potential changes to race, ethnicity, income, and limited-English-proficiency data. Using the GIS based analytical tool, OahuMPO will be in a position to evaluate the current ORTP and TIP projects with better data and methods.

- **Transit Rider Survey – Phase II (In cooperation with DTS)**

The Transit Rider Survey Project - Interim Opening 2 will survey approximately 10% of all public transit users. Survey results will characterize transit rider and general public sentiment toward riding public transit, public transit travel patterns, and socioeconomic profiles to document the conditions after the second Interim Opening of the Honolulu Rail Transit Project. In addition, the survey results will be used to update and further calibrate the OahuMPO regional travel demand forecasting model. Work products will include the following:

¹³ For more information on OahuMPO and partner agency coordination on performance measures, review the Performance-Based Planning and Programming Implementation Policies and Procedures: https://www.oahumpo.org/?wpfb_dl=2485

- Survey Methodology Report
 - Sampling Plan Report
 - Main Interview Survey Report
 - Data Processing and Analysis Report
 - Travel Demand Model Calibration Report
- **Active Transportation Monitoring Program Phase IV (In cooperation with DTS)**

This project includes the fourth phase of an effort to collect and manage active transportation data and Ongoing Program Monitoring for phases one through three of the Island Wide Active Transportation Monitoring Program. This project will allow for the monitoring of regional trends in bicycle and pedestrian travel volumes.

Task 1 – Data Collection

Permanent active transportation counters will be installed throughout the island and along key regionally-important corridors such as rail stations, major facilities such as cycle tracks and transit/bike malls, recreational trails, gateways to major employment centers, etc. These counters will allow the agency to establish a baseline mode-share for bicycling and walking and to monitor trends over time. These permanent counters will allow short-term counts (e.g., existing manual project-based counts, or the Hawaii Bicycling League’s Oahu Bike Count) to be annualized opening up active transportation from many more locations throughout the island to be used for regional analysis. The data collected from these counters could further be used to validate mode choice in the TDFM.

Task 2 – Data Management

The data collected from active and motorized transportation counters will be housed and managed in a cloud-based program. This program will:

- Provide a holistic way to view and analyze multi-modal transportation data points on a regional scale, and to track trends overtime.
- Automate manual data processing and analysis for better and more expedite insights into transportation trends.
- Provide access to the data to all stakeholders.
- Inform regional planning applications, including Vision Zero, speed and mode share calibration of the TDFM.

Budget Summary – Task 2

Table 6: Task 2 Budget

FY2024-2025	FHWA STBG-U	FHWA PL	FTA 5303(d)	Local Match	Total
OahuMPO					
Staff Time		\$367,593		\$91,898	\$459,491
TDFM & LUM - Consultants/Data. ¹⁴		\$216,000		\$54,000	\$270,000
DTS - Transit Rider Survey Interim Opening 2					
Staff Time		\$40,000		\$10,000	\$50,000
Consultants		\$1,333,532		\$333,383	\$1,666,915
DTS - Active Transportation Monitoring Phase IV					
Staff Time		\$33,000		\$8,250	\$41,250
Consultants		\$184,824		\$46,206	\$231,030
Total	\$ -	\$2,174,949	\$0	\$543,737	\$2,718,686

¹⁴ Funds remaining in the OWP FY2023 that are encumbered to consultant contracts will be carried over to the OWP FY2024-2025.

Task 3: Short Range Planning

Purpose

To perform the required short-range transportation planning activities needed to assist in the development of long-range plans and on-going projects.

- **Transportation Improvement Program**

The Transportation Improvement Program (TIP) is a four-year program for short-term, ready-to-go, and federally funded surface transportation projects and is reviewed and approved by the OahuMPO Policy Board and the Governor.

The TIP is revised on a bi-annual schedule in coordination with the State of Hawaii Department of Transportation, City and County of Honolulu Department of Transportation Services, and the Honolulu Authority of Rapid Transportation; with potential for numerous Pre-Approved revisions to be completed outside of the two customary annual revision cycles.

Staff tasks:

- In coordination with participating agencies, monitor and revise, cooperatively and as necessary, the current TIP; ensure its consistency with the regional transportation plan and Federal statutes; identify any changes in project priorities; and ensure its financial viability
- Review and update, cooperatively and as necessary, the TIP development process
- Develop location maps and other visualization tools for each project, as applicable, in the TIP revisions
- Conduct the technical analyses of the projects proposed in the draft TIP and TIP revisions that consider:
 - Compliance with Federal regulatory planning factors;
 - Consistency with the ORTP;
 - Title VI and Environmental Justice compliance;
 - Performance-Based Planning process analyses; and,
 - Roadway and transit project evaluations
- Process the TIP revisions through the CAC, TAC, and Policy Board, as appropriate. OahuMPO to follow the strategies and procedures outlined in the PPP for revising the TIP
- In cooperation with participating agencies, develop an annual listing of projects for which funds were obligated in the preceding program year

- **Transportation Alternatives Set-Aside Coordination**

OahuMPO is responsible for the funding allocated to the Honolulu urbanized area and the Kailua/Kaneohe urbanized area under the Transportation Alternatives Set Aside Program – (TA Set-Aside). OahuMPO is responsible for awarding TA Set-Aside funds through a competitive process. TA Set-Aside funds are generally available for, but not limited to, smaller-scale transportation projects such as on- and off-road pedestrian and bicycle facilities, recreational trails, safe routes to school projects, or infrastructure projects for improving non-driver access to public transportation and enhanced mobility. OahuMPO staff will solicit, evaluate, and award TA Set-Aside funds; monitor project implementation; and coordinate with grantees, DTS, and HDOT to ensure timely implementation of projects and use of TA Set-Aside funds.

Staff tasks:

- Solicit and prioritize TA Set-Aside-eligible projects on Oahu and get Policy Board approval for inclusion of top-priority projects in the TIP

- Identify and review existing plans regarding bicycle and pedestrian transportation infrastructure and ensure coordination with OahuMPO's planning products where appropriate
- Review existing regulations and policies regarding bicycle and pedestrian transportation, including any relevant Complete Streets policies, and ensure compliance between the OahuMPO planning process and those requirements
- Review publications, analyses, and other educational materials to improve knowledge of bicycle and pedestrian transportation planning issues, methods, and tools
- Identify and engage pedestrian and bicycle transportation stakeholders as part of the TA Set-Aside process and as part of OahuMPO's transportation planning process

- **Multimodal Assessment – Phase II (In cooperation with the Hawaii State Energy Office)¹⁵**

Phase two of the multi-modal assessment is to take the recommended projects in phase one and prepare them for inclusion on the Transportation Improvement Program.

Phase two will also include the development of quantifiable metrics that can be used in the MPO's project selection and prioritization for the Transportation Improvement Program, with the objective of improving multi-modal accessibility for people walking, rolling, biking, and using transit.

Work products will include the following:

- Technical memorandum that includes TIP project selection and evaluation process recommendations
- Final report that includes three to five action plans that might include pre-planning, PEL studies, area plans, pilot designations, etc.

- **State Government Employee Transportation Demand Management Study (In cooperation with the Hawaii State Energy Office)**

The objective of the State Government Employee Transportation Demand Management (TDM) Study is to develop recommendations to increase transportation choices for State Government employees on O'ahu, while also increasing the diversity and efficiency of O'ahu's transportation system. On O'ahu, the State Government currently employs 10,000 people. This presents the State Government the tremendous opportunity to influence travel behavior for a significant part of the population, by providing more transportation options, incentives, etc. Study recommendations may increase employee retention and assist with hiring and provides the State Government the opportunity to lead the way on TDM and help to meet State climate and energy goals.

Work products will include the following:

- Needs Assessment Report
- Recommended TDM Strategies Report
- Final Report

- **Short-Range Transit Improvement Program (In cooperation with DTS)**

The SRTIP will implement Transit Service Delivery Guidelines for Oahu. In addition to the capital and operational improvements identified through the Service Delivery Process, the SRTIP will include strategies and projects pertaining to marketing, labor utilization (distribution of duty pay, and pay factor), improved customer service, distribution of bus stop amenities, bus stop signage improvements, travel demand management, etc. The SRTIP will also identify necessary improvements for the Full Opening phase of the Region's Bus Rail Integration Plan.

- Task 1: Project Development
- Task 2: Strengths, Weaknesses, Opportunities, and Threats

¹⁵ Funds remaining in the OWP FY2023 for the Multimodal Assessment Phase I will be carried forward into the 2024-2025 OWP.

- Task 3: Identify Potential Strategies and Projects
- Task 4: Prioritization
- Task 5: Identify Implementation Strategy
- Task 6: Alternatives Analysis

- **Mobility Hub Planning Study Phase 2 (In cooperation with DTS)**
 The study proposes to assess City-owned or other facilities on O’ahu that could be converted to multi-modal use. It would identify and describe potential City-owned or other properties and evaluate various ways to make better use of these assets in ways that encourage the use of alternative transportation and mobility options. This study will help the State and City meet their clean transportation goals, while maximizing public benefit and access for all.

Budget Summary – Task 3

Table 7: Task 3 Budget

FY2024-2025	FHWA STBG-U	FHWA PL	FTA 5303(d)	Local Match	Total
OahuMPO					
Staff Time		\$199,469		\$49,867	\$249,336
HSEO – Multimodal Assessment Phase II*					
Consultants		\$120,000		\$30,000	\$150,000
HSEO - State TDM Study					
Consultants		\$200,000		\$50,000	\$250,000
DTS - SRTIP					
Consultants	\$566,880	\$1,314,788		\$470,417	\$2,352,085
Staff Time	\$20,000			\$5,000	\$25,000
DTS - Mobility Hub Study Phase II					
Consultants		\$160,000		\$40,000	\$200,000
Total	\$586,880	\$1,994,257	\$0	\$645,284	\$3,226,421

*Meets Complete Streets Funding Requirement in the IJJA.

Task 4: Long Range Planning

Purpose

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.

- **Oahu Regional Transportation Plan**

The Oahu Regional Transportation Plan (ORTP) is the fiscally-constrained forecast and assessment of anticipated projects and programs that are planned to be funded during a 25-year planning horizon. The 3-c planning process, as stated in 23 CFR 450.300, requires an update to the plan every five years.

The ORTP identifies how the region will manage and operate our multi-modal transportation system (including transit, highway, bicycle, pedestrian, and accessible transportation) to meet our economic, transportation, development, and sustainability goals over the next 25 years.

Staff tasks:

- Manage overall process and lead specific elements of the ORTP in-house
- Manage consultants for the development of specific elements of the ORTP
- Coordinate with partner agencies and stakeholders
- Attend meetings, make presentations to organizations, agencies, and the public requiring information or briefings on the ORTP, including its development process, products, or related activities; and solicit input
- Identify and manage OWP planning projects that assist in implementing the goals and objectives of the ORTP, and process revisions and/or amendments as necessary

- **Congestion Management Process Update**

The Congestion Management Process (CMP) is a systematic and regionally accepted approach for managing congestion that provides accurate and up-to-date information on transportation system performance. As an MPO with a regional population exceeding 200,000, OahuMPO is required to maintain a CMP as part of its ongoing transportation planning process. This task will involve annual system congestion analysis that will help in monitoring congested locations and support building a database for a fully-fledged CMP that will be coincident with the publication of the ORTP 2050.

Staff and/or consultant tasks:

- Re-evaluate methods to monitor the performance of the multimodal transportation system; identify causes of recurring and non-recurring congestion; identify and evaluate alternative strategies; provide information supporting the implementation of action and evaluate their effectiveness
- Re-evaluate the definitions of congestion management objectives and performance measures to assess congestion and support the evaluation of the effectiveness of congestion reduction and mobility strategies
- Re-evaluate the program for data collection and system performance monitoring
- Identify and evaluate the anticipated performance and expected benefits of congestion management strategies
- Identify strategies and steps for incorporating the CMP into OahuMPO's overall planning process
- Identify steps for the periodic assessment of the effectiveness of implemented strategies

Budget Summary – Task 4

Table 8: Task 4 Budget

FY2024-2025	FHWA STBG-U	FHWA PL	FTA 5303(d)	Local Match	Total
OahuMPO					
Staff Time*		\$476,312		\$119,078	\$595,390
Consultants* ¹⁶		\$400,000		\$100,000	\$500,000
Total	\$0	\$876,312	\$0	\$219,078	\$1,095,390

*Meets Complete Streets Funding Requirement in the IJA.

¹⁶ Funds remaining in the OWP FY2023 that are encumbered to consultant contracts will be carried over to the OWP FY2024-2025.

Task 5: Public Participation

Purpose

To implement the public engagement activities described in the Public Participation Plan.

- **Public Participation**

In accordance with OahuMPO's *Public Participation Plan*, OahuMPO provides individuals, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process

Staff Tasks:

- Develop, maintain, and update, in consultation with interested parties, the Public Participation Plan to describe explicit procedures, strategies, and desired outcomes for public participation.
 - Prepare for and attend properly noticed Citizen Advisory Committee meetings;
 - Provide education and orientation sessions for the Citizen Advisory Committee per their respective bylaws;
 - Execute the public participation processes described in the OahuMPO Public Participation Plan
 - Research best practices in public participation and propose improvements to the OahuMPO Public Participation Plan
 - Develop materials for public participation opportunities
 - Attend relevant public participation meetings and other opportunities and events
 - Update and maintain the OahuMPO website, Facebook page, Twitter account and other social media for information dissemination, as well as its use as a critical component of the OahuMPO's public participation outreach
- **Educational Framework for Youth Engagement in Oahu's Transportation Planning – Phase 2 (In cooperation with the University of Hawaii, Uehiro Academy for Philosophy and Ethics in Education)¹⁷**

This study is meant as a continuation of the pilot work approved in the OWP FY2023 to develop an educational framework for engaging K-12 students in transportation planning on Oahu from their classrooms. The results will improve the OahuMPO's ability to reach and engage this demographic in regular, meaningful dialog regarding transportation needs and desires, while also informing the development of the 2050 Oahu Regional Transportation Plan update.

¹⁷ Funds remaining in the OWP FY2023 for Phase I of this work element will be carried forward into the 2024-2025 OWP.

Budget Summary – Task 5

Table 9: Task 5 Budget

FY2024-2025	FHWA STBG-U	FHWA PL	FTA 5303(d)	Local Match	Total
OahuMPO					
Staff Time		\$360,036		\$90,009	\$450,045
Survey Software		\$48,000		\$12,000	\$60,000
UH Manoa - Educational Framework Phase II					
Staff Time		\$228,800		\$57,200	\$286,000
Total		\$636,836	\$0	\$159,209	\$796,045

Budget Summary by Cost Category

Table 10: Budget by Cost Category

OahuMPO - Regular Operations Budget - (80/20)					
Cost Category	FHWA-STBG U	FHWA-PL	FTA 5303(d)	Local Match	Total
Staff Time		\$1,916,901	\$588,099	\$626,250	\$3,131,250
Consultants		\$752,000		\$188,000	\$940,000
Survey Software		\$48,000		\$12,000	\$60,000
Overhead			\$280,000	\$70,000	\$350,000
Total		\$2,716,901	\$868,099	\$896,250	\$4,481,250

STBG Funds at 100% Federal Share					
Category	FHWA-STBG U	FHWA-PL	FTA 5303(d)	Local Match	Total
Training/Workforce Development	\$200,000				\$200,000
Total	\$200,000				\$200,000

Funds for Planning Studies by Responsible Agency (80/20)					
Study Title & Agency	FHWA-STBG U	FHWA-PL	FTA 5303(d)	Local Match	Total
DTS					
Transit Rider Survey Interim Opening 2		\$1,373,532		\$343,383	\$1,716,915
Active Transportation Monitoring Phase IV		\$217,824		\$54,456	\$272,280
Short Range Transit Improvement Program	\$586,880	\$1,314,788		\$475,417	\$2,377,085
Multimodal Mobility Hub Planning Study Phase II		\$160,000		\$40,000	\$200,000
HSEO					
Multimodal Assessment Phase II		\$120,000		\$30,000	\$150,000
State Gov Employee TDM Study		\$200,000		\$50,000	\$250,000
UH Manoa					
Educational Framework for Youth Engagement Phase II		\$228,800		\$57,200	\$286,000
Total	\$586,880	\$3,614,944	\$0	\$1,050,456	\$5,252,280
TOTAL REQUEST	\$786,880	\$6,331,845	\$868,099	\$1,946,706	\$9,933,530

Budget Summary by Task

The table below summarizes programmed expenditures by task, with the breakdown of Federal and non-Federal funding sources.

Table 11: Budget Summary by Task

Task	Title	FHWA - STBG	FHWA-PL	FTA 5305(d)	Non-Federal Match Planning Studies	Non-Federal Match - Member Dues	Total
1	MPO Management & Program Administration	\$200,000	\$649,491	\$868,099		\$379,398	\$2,096,988
2	Data Development & Maintenance		\$2,174,949		\$397,839	\$145,898	\$2,718,686
3	Short Range Planning	\$586,880	\$1,994,257		\$595,417	\$49,867	\$3,226,421
4	Long Range Planning		\$876,312			\$219,078	\$1,095,390
5	Public Participation		\$636,836		\$57,200	\$102,009	\$796,045
Total							\$9,933,530

Summary of Funding and Programmed Expenditures

The table below shows the total anticipated funding sources and programmed expenditures for FY2024-2025 OWP. OahuMPO's FY2024-2025 OWP totals ~\$9.9 million; funding is available for the entire program.

Table 12. Summary of Funding and Programmed Expenditures

Description	FHWA - STBG Urbanized	FHWA-PL	FTA 5305(d)	Member Agency Dues	Special Study Local Match	Total
FY2024-2025 Expected Funding Sources	\$786,880	\$4,127,991	\$868,099	\$896,250	\$1,050,456	\$7,729,676
Prior Year FHWA - PL		\$2,203,854				\$2,203,854
Total Available Funding	\$786,880	\$6,331,845	\$868,099	\$896,250	\$1,050,456	\$9,933,530
Funding Request	\$786,880	\$6,331,845	\$868,099	\$896,250	\$1,050,456	\$9,933,530
Difference	\$0	\$0	\$0	\$0	\$0	\$0

Appendix A: Public and Intergovernmental Review Comments and Dispositions

The public and intergovernmental review period for the FY2024-2025 Overall Work Program began on February 6, 2023 and concluded on March 3, 2023.

Comment #	Section and Page Number	Project/Study	Commenter	Comment	OahuMPO or Subrecipient Response
1	Executive Summary, pg. 5		Ken Tatsuguchi, HDOT Highways Division	Text states "\$2.7 million in unobligated federal funds from prior years". For consistency with the previous sentence and clarity, it should say "unobligated federal funds from prior years and local matching funds to total \$2.7 million". I believe the \$2.7 million is both federal and local match.	You are correct. The edit will be made in the final draft.
2	Introduction, page 9 graphics		Ken Tatsuguchi, HDOT Highways Division	It would be helpful to know what changed from FY23 to FY24. As is, it is unclear.	Text will be added in the final draft that describes the changes in staffing from FY2023 to the FY2024-2025 biennium. In FY2023, the OahuMPO had a total of 12 positions including five administrative and seven technical positions. During the two-year FY2024-2025 OWP, we will eliminate one administrative position and add three new permanent technically focused positions that will allow the OahuMPO to take a larger role in planning studies and complete more of our required work products in-house. The positions will be used to help build up capacity within our Modeling, GIS, and Data Team, and our Planning Studies and Long-Range Planning Team. In addition, we plan to add a temporary, part-time GIS focused position to specifically support coordination with land-use agencies and develop scenarios for optimizing federal performance measures. This addition of staff (for a total of 15 positions) will be used to reduce our dependence on consultants during development and completion of the next

Comment #	Section and Page Number	Project/Study	Commenter	Comment	OahuMPO or Subrecipient Response
					iteration of the Oahu Regional Transportation Plan, scheduled to be published in spring 2026.
3	Introduction, page 14		Ken Tatsuguchi, HDOT Highways Division	The introduction states that the Complete Streets requirement is fulfilled. Which planning studies fulfilled this requirement?	Development of the ORTP update meets this requirement as well as the Multimodal Assessment Phase II in Task 3. Clarifying text will be added to the final draft of the Introduction.
4			Ken Tatsuguchi, HDOT Highways Division	The program is larger than in previous years. Is the match available? The program may be subject to obligation limitation.	Local match is accounted for in the program. OahuMPO's match comes from member dues and subrecipients will be providing the local match to support the planning studies. Regarding obligation limitation, in October 2022, then HDOT Deputy Director Direct Sniffen provided guidance to both OahuMPO and MauiMPO to no longer apply obligation limitation to FHWA PL funds going forward. We were also requested to program some or all of the \$3.2 million of federal PL funds that remain unobligated from prior years. The OWP proposes to use \$2.2m of those funds in the upcoming biennium.

Comment #	Section and Page Number	Project/Study	Commenter	Comment	OahuMPO or Subrecipient Response
5	Task 2, page 19	Transit Rider Survey Phase II	Dina Wong, Planning Division, DPP	Is this preceded by earlier surveys (say, during Interim Opening 1)? If so, we suggest that work products include how data from this survey compare to earlier surveys, and analysis of what those differences mean.	From DTS: The purpose of the Interim 2 Transit Rider Survey, referring to the Phase 2 opening of the Honolulu Rail Transit Project (H RTP), is to update the on-board survey and market research conducted in H TCOA Task 1 (OBS1 and MRS1, respectively). Specifically, the surveying and outreach effort will be designed to capture travel behavior changes after the second rail opening, and reveal the demographics of rail, bus, and rail+bus ridership. The Interim 2 Survey will necessarily include questions pertaining to bus-rail transfers and connectivity. And as travel patterns will have changed with the addition of H RTP, a new On-Off survey will be conducted with integrated HOLO Card rail taps data to enable updates to the sampling plan and the overall transit system "expansion" factors for conducting OBS2. In all other aspects, OBS2 and MRS2 will mirror OBS1 and MRS1. These data and resulting analyses from the Interim 2 Transit Rider Survey will support the development of strategies for the final Bus-Rail Integration Plan (BRIP) at Full Opening (Phase 3) of the H RTP.
6	Task 3, page 22	State Government Employee TDM Study	Dina Wong, Planning Division, DPP	Great project. Could this be expanded to include City and County of Honolulu employees?	The Energy Conservation Emissions Reduction Plan being managed by OCCSR includes a TDM program for City staff.
7	Task 5, page 26	Educational Framework for Youth Engagement in Transportation Planning Phase II	Dina Wong, Planning Division, DPP	Great project. Give all participants a free HOLO transit card, and one for their parents too!	

Appendix B: Regional Planning Coordination

Planning Projects at Other Agencies

The table below is a listing of transportation-focused studies and projects completed or being completed by agencies other than OahuMPO. These are included here for informational purposes. When reviewing and selecting planning projects for the OWP, OahuMPO attempts to coordinate, to the maximum extent possible, with other related planning activities to not duplicate planning efforts and/or to leverage and build-upon work that has been or is being completed by others.

Table 13. Listing of planning activities that are funded from sources other than those required to be programmed through the OWP.

Description	Lead Agency
<p><i>Oahu Pedestrian Master Plan</i> This study will inventory existing conditions, propose pedestrian improvement projects and programs, and prioritize those improvements facilitating multimodal travel consistent with the CITY's Complete Streets Ordinance. The Oahu Pedestrian Plan is expected to be a long-term action plan to create vibrant, safe, and accessible streetscapes that serve as a model for the nation. http://www.honolulu.gov/cms-dts-menu/site-dts-sitearticles/912-site-dts-te-cat/28940-pedestrian-plan.html</p>	DTS
<p><i>Complete Streets Plans</i> The Complete Streets Program collaborates and coordinates with various City agencies to deliver Complete Streets projects, including the Department of Transportation Services, Department of Planning and Permitting, Department of Facility Maintenance, Department of Design and Construction, and Department of Parks and Recreation. Each department manages different aspects of the roadway, and a number of plans and initiatives guide their efforts to develop Complete Streets from concept to construction. https://www.honolulu.gov/completestreets/default.html</p>	DTS
<p><i>General Plan</i> The O'ahu General Plan sets forth the City's objectives and broad policies for the long-range development of the island. It contains statements of the general social, economic, environmental, and design objectives to be achieved for the general welfare and prosperity of the people of O'ahu and the most desirable population distribution and regional development pattern https://www.honolulu.gov/dpppd/plans-in-place/oahu-general-plan.html</p>	DPP
<p><i>Development Plans and Sustainable Community Plans</i> Required by the City Charter; these community-based long-range plans share the vision for each region and guide its land use planning and development. These plans support the City's Departments and Agencies in developing functional plans and programs that move our island towards the objectives and policies found in the General Plan. https://www.honolulu.gov/dpppd/plans-in-place/development-plans-and-sustainable-communities-plans.html</p>	DPP
<p><i>Climate Action Plan</i> The climate action plan (CAP) is a science-based, community-driven strategy for O'ahu to combat climate change and eliminate fossil fuel emissions—the root cause of global warming. https://resilientoahu.org/climate-action-plan</p>	OCCSR
<p><i>Transit-Oriented Development (TOD)</i> Transit-oriented development (TOD) is a pattern of different uses - housing, jobs and services - surrounding a transit station that takes advantage of the convenience and affordability of transit. A TOD neighborhood is vibrant, dynamic, and pedestrian- and bicycle-friendly. http://www.honolulu.gov/tod.html</p>	DPP
<p><i>Hawaii Strategic Highway Safety Plan</i> Documents safety strategies in eight areas of emphasis https://hidot.hawaii.gov/highways/shsp/</p>	HDOT
<p><i>H-1 Corridor Study, 2016</i> Identifies future capacity needs on Interstate H-1, along with an alternatives and feasibility analysis on congestion and capacity improvements. Identifies potential impacts on other major corridors, such as</p>	HDOT

Description	Lead Agency
<p>Farrington Highway, Kamehameha Highway, Moanalua Freeway, and other routes of changes made to H-1.</p> <p>https://hidot.hawaii.gov/highways/files/2017/07/160808-H-1-Final-Report.pdf</p>	
<p><i>State of Hawaii Statewide Coastal Highway Program Report, 2019</i></p> <p>The objective of this project is to develop a scientifically rigorous methodology to assess and rank the susceptibility of State of Hawaii coastal roads to erosion and structural degradation due to ocean hazards such as waves, currents, tides and sea level rise.</p> <p>https://hidot.hawaii.gov/highways/files/2019/09/State-of-Hawaii-Statewide-Coastal-Highway-Program-Report-Final-2019.pdf</p>	HDOT
<p><i>Farrington Highway Corridor Study, 2021</i></p> <p>This study will determine the long term vision and management for Farrington Highway Corridor between Nanakuli and Makaha. The study will analyze and identify short term (6 months – 2 years) and long term (2 to 20 or more years) multimodal solutions that address safety, traffic congestion, and resilience, including options for secondary access to Westside communities.</p> <p>https://hidot.hawaii.gov/highways/farringtoncorridorstudy/</p>	HDOT
<p><i>Motor Carrier and Highway Safety Programs</i></p> <p>Addresses NHS priority areas and other safety-related issues</p> <p>http://hidot.hawaii.gov/highways/library/motor-vehicle-safety-office/function-of-motor-vehicle-safety-office/</p>	HDOT
<p><i>Bike Plan Hawaii Refresh 2022</i></p> <p>In 2020, the Hawai'i Department of Transportation (HDOT) began the process of refreshing the data, cost estimates, feasibility, and prioritization for all HDOT proposed projects in the 2003 Bike Plan Hawai'i. The outcome of this process is to maintain current data for the proposed projects, understand current bicycle facility needs and priorities, and identify priority and highly feasible proposed projects for implementation.</p> <p>https://highways.hidot.hawaii.gov/stories/s/Bicycle-Planning/v4zn-nbn4#bikeway-map</p>	HDOT
<p><i>Hawaii Highways Climate Adaptation Action Plan 2021</i></p> <p>The Action Plan focuses on potential risks and impacts to state roads and bridges from severe weather hazards including landslides, lava flow, floods, wildfires, and sea level rise. The plan also offers strategies for a more resilient highway system going forward.</p> <p>https://hidot.hawaii.gov/wp-content/uploads/2021/07/HDOT-Climate-Resilience-Action-Plan-and-Appendices-May-2021.pdf</p>	HDOT
<p><i>Transportation Asset Management Plan 2022</i></p> <p>A TAMP is a document that outlines a 10-year investment strategy for preserving existing assets. This plan facilitates the documentation of current system conditions, condition targets, risk evaluation, and guidance for transportation investment decision-making.</p> <p>https://hidot.hawaii.gov/highways/files/2023/03/HDOT_TAMP2022_Final.pdf</p>	HDOT
<p><i>Hawaii Statewide Freight Plan, 2018</i></p> <p>https://hidot.hawaii.gov/highways/files/2019/03/HDOT_FreightPlan_FINAL.pdf</p>	HDOT
<p><i>Regional Transportation Forecasting and Long-Range Planning</i></p> <p>Provides demographic and socioeconomic forecasts utilized in long-range planning</p> <p>http://hawaii.gov/dbedt/info/economic/data_reports/ http://hawaii.gov/dbedt/info/economic/databook/</p>	DBEDT/OP, DPP
<p><i>Short-Range TSM/TDM Planning</i></p> <p>Seeks to maximize the efficient use of transportation facilities and reduce demand for automobiles</p> <p>http://goakamai.org/Home.aspx http://www.fhwa.dot.gov/trafficinfo/hi.htm</p>	HDOT, DTS
<p><i>Statewide Pedestrian Master Plan</i></p> <p>To complement other programs that address pedestrian safety, the State of Hawaii Department of Transportation (HDOT) prepared a community-based Statewide Pedestrian Master Plan (Plan) for the</p>	HDOT

Description	Lead Agency
<p>state’s highway system. The Plan’s comprehensive approach not only focuses on improving pedestrian safety, it evaluates ways to enhance pedestrian mobility and accessibility to help create a multi-modal transportation system.</p> <p>http://hidot.hawaii.gov/highways/statewide-pedestrian-master-plan-and-hawaii-pedestrian-toolbox/</p>	
<p><i>Statewide Transportation Improvement Program (STIP)</i></p> <p>The STIP is not a plan, but a funding mechanism for obligating monies for specific transportation projects. It is also a requirement of 23 USC.</p> <p>https://hidot.hawaii.gov/highways/other/other-related-links/stip/</p>	<p>HDOT</p>
<p><i>Statewide Transportation Planning</i></p> <p>The Hawaii Statewide Transportation Plan (HSTP) is a policy document that establishes the framework to be used in the planning of Hawaii’s transportation system. The goals and objectives identified in the HSTP provide the keys to the development of an integrated, multi-modal transportation system for the safe, efficient and effective movement of people and goods throughout Hawaii.</p> <p>http://hidot.hawaii.gov/administration/hawaii-statewide-transportation-plan/</p>	<p>HDOT</p>

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	https://www.oahumpo.org/plans-and-programs/overall-work-program-owp/