



DEPT. COMM. NO. 237

December 22, 2020

The Honorable Ronald D. Kouchi, President
and Members of the Senate
Thirty-First State Legislature
State Capitol, Room #409
Honolulu, Hawaii 96813

The Honorable Scott K. Saiki, Speaker
and Member of the House of Representatives
Thirty-First State Legislature
State Capitol, Room #431
Honolulu, Hawaii 96813

Dear President Kouchi, Speaker Saiki, and Members of the Legislature:

FY2020 Annual Report to the Legislature

For your information and consideration, and in accordance with Act 132, Session Laws of Hawaii 2015, I am transmitting a copy of OahuMPO's annual report on the activities of OahuMPO staff over the past fiscal year.

In accordance with section 93-16, HRS, the report may be viewed at the Oahu Metropolitan Planning Organization's website at:

https://www.oahumpo.org/?wpfb_dl=2086

Sincerely,

Alvin K.C. Au
Executive Director

Attachment

c: Senator Sharon Moriwaki, OahuMPO Policy Board Chair
Councilmember Brandon Elefante, OahuMPO Policy Board Vice Chair
Director Jade Butay, State Department of Transportation
Acting Director Jon Nouchi, City Department of Transportation Services
Executive Director/CEO Andrew Robbins, Honolulu Authority for Rapid Transport

Oahu Metropolitan Planning Organization

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Oahu Metropolitan Planning Organization

FY 2020

Report to the Hawaii State Legislature

Required under
Act 132, Session Laws of Hawaii 2015

December 22, 2020

*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.*

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Oahu Metropolitan Planning Organization

Introduction and Authority

The Federal Surface Transportation Assistance Act of 1973¹ 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)². 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 statute³ 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 2020 from July 1, 2019 through June 30, 2020.

Overall Work Program work elements that support OahuMPO operations, like those found primarily in Task 1, 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

¹ See 23 CFR Part 450).

² 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.

³ See 23 CFR 450.104.

Financial Update

➤ Task 1-4 Financial Table Notes

OWP FY2020 Balance Remaining as of June 30, 2020

Five work elements that support OahuMPO staff time ended the state fiscal year in the negative, indicating that OahuMPO underestimated the budget needed for these work elements as of Revision #3. OahuMPO plans to do an administrative modification (Revision #4) to remedy the negative balances.

Budget Adjustments

As of the date of submission of this Annual Report, OahuMPO completed three revisions of the OWP FY20. The movement of funds between tasks per Revisions 1-3 is documented in the "Budget Adjustments" column for each financial table following Tasks 1-4.

➤ Deobligation of Funds Remaining from Prior Years

The work elements listed in Table 1 describe federally-required work performed by the OahuMPO staff that had remaining balances from prior years. These funds were deobligated in May 2020 and re-obligated to subrecipient (Task 3) studies.

Because the Finance Supplemental Agreement requires OahuMPO to credit unexpended local matching funds back to agency partners at the end of the state FY, OahuMPO does not have matching funds associated with the below work elements.

Table 1: Deobligation of Work Elements from Prior Years

Task #	Description	Balance Deobligated
Task 1	General Technical Assistance & Planning Support	\$11,894
	OahuMPO Participation Plan Evaluation	\$1,541
	Public Participation Plan	\$49,355
	Disadvantaged Business Enterprise	\$360
	Professional Development	\$42,459
	Computer & Network Maintenance	\$230
	Subrecipient Monitoring	\$72,689
Task 2	Comprehensive Data Management and Sharing Study	\$174,660
	Computer Model Operation & Support	\$51,964
	Title VI & Environmental Justice Monitoring	\$29,516
Task 3	Transportation Improvement Program	\$120,077
	Transportation Alternative Program	\$7,887
Task 4	Congestion Management Process Update	\$197,964
	Oahu Regional Transportation Plan	\$91,108
Work Element Eliminated	Performance Based Planning	\$71,147
	Support for Citizen Advisory Committee & Additional Public Outreach	\$20,215
	Trans Rev Forecasting & Alt Rev	\$245,984

Total \$1,189,049

➤ **Deobligation of Funds Remaining for Planning Studies**

The remaining balances for the projects in Table 2 were deobligated in May 2020. The below studies were either complete and had funds remaining or were canceled.

Table 2: Deobligation of Planning Studies

Work Element #	Project/Study Description	Balance Deobligated
203.01	Roadway Surface Conditions Assessment	\$563,718
203.05	Kapalama Sub-Area Multimodal Circulation & Mobility Study	\$387,111
202.06	ITS Architecture Update	\$200,000
203.16	Bikeshare Expansion Plan	\$200,000
203.82	Separate Left-Turn Phase Alternatives Study	\$34,080

\$1,384,909

Task 1 – MPO Administration and Management

Task Summary: Task I 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 all of Task 1 and the work elements were on-going from July 1, 2019 through June 30, 2020.

➤ Task 1.1 – Program Administration & Management

Program Administration & Support

- New Staff hired during FY2020: Senior Transportation Planner, Transportation Impact Analyst, and Intern - It should be noted that competition is tight for experienced planners locally and OahuMPO has had to cast a wide net nationally in order to find suitable candidates. The pandemic has also had an impact on hiring.
- Annual performance reviews initiated in October 2017 for OahuMPO staff are continuing and are based on a staff member's anniversary date. The first performance review for the Executive Director was completed by the Policy Board in January 2020.
- Procedures continue to be developed and documented for various administrative functions.
- Management of Policy Board, including providing staff support at the monthly Policy Board meetings, developing the agenda with the Policy Board 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.
- 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.
- Established protocols and guidelines for staff to work remotely during the COVID-19 pandemic, including the development of formal guidelines and remote computer access.
- Prepared for, attended, produced minutes, and uploaded meeting information to the OahuMPO website for ten Technical Advisory Committee (TAC) meetings. Assisted the TAC Chair in the development of each meeting's agenda.
- OahuMPO staff facilitated 15 Citizen Advisory Committee and subcommittee meetings from July 2019- March 2020 in which the committees heard presentations from Hawaii Department of Transportation, OahuMPO, UH Manoa, Department of Transportation Services, Department of Emergency Management, CAC committee members and SSFM regarding various studies, projects, programs, and plan updates and revisions.
- Due to the COVID-19 pandemic, the CAC Chair decided to cancel meetings as appropriate in response to the changing climate of risk. This resulted in the CAC

not having any meetings from April 2020-July 2020. During this time, information was relayed to the CAC via email and hard copy mail as needed.

- During the FFY2019, OahuMPO finalized its T6/EJ Plan. The T6/EJ plan was presented to and approved by the Policy Board on September 24, 2019.
- Began the development of a Processes & Procedures document for the preparation and submittal of invoices and supporting documentation to HDOT's Statewide Transportation Planning office for approval.

Professional Development

- Six OahuMPO members attended and received certificates of completion for the Federal Highway Administration's Federal Grants Management Training.
- OahuMPO maintained memberships in the Association of Metropolitan Planning Organizations (AMPO) and T4America.
- Various OahuMPO staff attended the following conferences:
 - Hawaii Conference of Planning Officials
 - Association of Metropolitan Planning Organizations Annual Conference
 - Portland State University's Initiative for Bicycle & Pedestrian Innovation
 - Most travel for FY2020 was curtailed due to the COVID-19 pandemic.
- Oahu MPO staff participated in webinars provided through FHWA National Highway Institute (NHI), Transportation 4 America, and others.
- FHWA Virtual Public Involvement Workshop
- 2020 Hawaii Climate Change Conference
- FHWA Speed Management Training
- NHI FHWA Planning & Research Grants: Program Administration online trainings
- FHWA Safe Transportation for Every Pedestrian training

Computer & Network Maintenance

- Completed renewal of existing and acquisition of new Office 365 licenses, remote access software, and other software to develop materials and to support public participation and outreach in a remote environment.
- New office space was retrofitted to allow computer access to OahuMPO servers.
- OahuMPO currently in the process of procuring a new IT vendor to administer its intranet since the prior vendor no longer provides this kind of support.
- As requested by the STP and BUS offices at HDOT, OahuMPO began work on the documentation of a procurement violation related to OahuMPO's prior IT support services vendor.

Office Management

- Completed the refurbishing and rewiring of new office space for inter-agency meetings
- Upgraded OahuMPO's phone system to a digital system.
- Completed annual review and processed disposal of obsolete and unused inventory.

General Technical Assistance

- OahuMPO staff attended the following meetings:

- Bikeshare Advisory Group meetings
- State Highway Safety Council meetings
- Pedestrian and Bike Emphasis Area meetings
- Vision Zero Council meetings
- Transit Oriented Development meetings
- City and County of Honolulu Climate Commission meetings
- State Climate Commission meetings
- Physical Activity and Nutrition Plan meetings
- Transportation and Sea-Level Rise Task Force meeting
- Mayor's Advisory Committee on Bicycling meetings
- Provided the TAC and the Policy Board semi-annual updates on OahuMPO's 2018 Certification Review Implementation Plan
- Coordinated with HDOT's Materials Lab to hold two Speed Management Trainings by the National Highway Institute in March 2020
- Initiated the development of a five-year Strategic Plan
 - Assessed the current framework for supporting the 3-C process
 - Reviewed the resources (staffing, funding, skills) available to the OahuMPO
 - Interviewed key staff to develop the framework for future progress and procedures
 - Provided historic context for planning activities and processes
- Began revisions to OahuMPO's foundational documents (Finance, Administration, Data-sharing), some of which will sunset in 2021

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 FY19 Annual Report
- Developed the FY 2021 Overall Work Program (OWP); endorsed by the OahuMPO Policy Board and approved by the Federal Highway Administration and the Federal Transit Administration on June 26, 2020
- Completed three revisions to the OWP FY2020, one amendment and two administrative modifications. Incorporated revision changes into main OWP document.
- Completed the FTA Grant Application for metropolitan planning program funds (5305)
- Completed a funding deobligation in May 2020 in coordination with HDOT

➤ Task 1.3 – Grant Management/Subrecipient Monitoring

- Prepared Subaward Terms for FY2019 OWP-approved projects following obligation of funds.
- Updated Subaward Terms for previously obligated projects as needed.
- 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.
- Collected and organized the electronic storage of documents subrecipients are required to provide OahuMPO. These include procurement documentation, consultant contracts, interim and final work products.
- Staff attended meetings for and reviewed materials for the following projects:
 - Transportation Demand Management Plan
 - 2019 Transit Rider Survey Project

➤ **Task 1.4 – Single Audit**

- Completed contract with accounting consultant Spires.
- Finalized the contract with SWK LLC for the accounting system
- Coordinated with Spires and SWK LLC on the preliminary specifications for the implementation of the accounting system.
- Coordinated with SWK LLC on the second phase of the system implementation
- Coordinated with Hawaii Department of Transportation and STP as STP has taken on the responsibilities at HDOT for invoice and contract review.
- Coordinated with Hawaii Department of Transportation and external auditors to provide financial statements for the FY2019 audit.
- Worked to respond to previous audit findings.
- Prepared quarterly financial reports for submission to FHWA/FTA

➤ **Task 1.5 – Public Participation**

OahuMPO facilitated and evaluated public participation efforts for Phase 1 of the ORTP. The evaluation examined how OahuMPO performed relative to our performance metrics through various methods in an effort to reach the most people and to determine how to improve outreach in future engagements.

Social media: OahuMPO posted 97 times to the organization's Facebook page, reaching between 50-100 people with each post. These posts varied from Oahu transportation news and updates to global transportation trends and discussions.

Central Oahu Transportation Study: Staff began its final outreach efforts for the Central Oahu Transportation Study during October 2019. Staff provided information about the Final Report and Recommendations, encouraged participants to provide comments during the public and intergovernmental review period, and answered questions at two community events: Wahiawa/ Whitmore Village Community Talk Story with Councilmember Tsuneyoshi (October 3, 2019) where five comments were collected, and the OahuMPO Citizen Advisory Committee Permitted Interaction Group Meeting (October 25, 2019). In total, the report received thirteen public and intergovernmental comments.

ORTP 2045: While no outreach strategies were employed during July 2019- July 2020 regarding the ORTP 2045, an important evaluation on phase 1 public participation was conducted. This evaluation helped the OahuMPO identify areas in which their engagement strategies were successful and areas that could be improved upon for future phases of public involvement for the ORTP 2045 and future regional transportation plans. The areas in which improvement was noted include:

- Rethinking engagement by focus groups,
- Engaging young and middle-aged populations,
- Translating materials to be more linguistically available, and
- Collecting demographic data which better corresponds to state and national level data.

For the future rounds of public participation and engagement, OahuMPO is considering how to increase the organization's reach and create more robust efforts to thwart any planning fatigue and continue to nurture community interest in transportation endeavors. Ideas for the use of press releases, online engagement software platforms, and email subscriptions are being considered for future use. Based on our survey and focus group results, we intend to focus on non-English speaking individuals, younger and middle-aged people, minority and lower income households. The goal is to continue to improve, and build upon what we had previously done, and adapt to the changing needs of the community.

➤ **Task 1 Financial Information**

Task	Title	Agency	Budget as of 7/1/19	Budget Adjustments	Revised Budget	Expenditures as of 6/30/2020	Balance as of 6/30/2020
1.1	Program Administration & Management	OahuMPO	\$555,000	\$259,000	\$814,000	-\$730,719	\$83,281
1.2	OWP Development & Management		\$50,000	\$25,000	\$75,000	-\$54,228	\$20,772
1.3	Subrecipient Monitoring		\$25,000	-\$5,000	\$20,000	-\$20,695	-\$695
1.4	Single Audit - Staff		\$40,000	\$10,000	\$50,000	-\$36,746	\$13,254
1.4a	Single Audit - Auditor		\$30,000	\$0	\$30,000	-\$30,000	\$0
1.4b	Single Audit - Spires		\$60,000	\$0	\$60,000	-\$60,000	\$0
1.5	Public Participation Plan		\$9,000	\$0	\$9,000	-\$8,821	\$179

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:

- OahuMPO assisted DTS with procurement (reviewed the Request for Proposals (RFP) and assisted with evaluation of the proposals)
- The actual on-board travel survey has been postponed due to COVID-19

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

➤ Task 2.2 - Comprehensive Data Management & Sharing Study

Responsible agency: OahuMPO

Work Performed/Status:

- The work on this study has been delayed by a shortage of OahuMPO staff
- The work under this study has been canceled and will be replaced by the creation of an online dashboard through which various transportation data will be accessible.
- By approving the OWP FY21, the Policy Board approved deferring this study to a future work program.

➤ Task 2.3 – Computer Model Operations and Support

Responsible agency: OahuMPO

Work Performed/Status:

Travel Demand Forecasting Model (TDFM)

- Worked with WSP (contractor) to update the TDFM for the 2045 Oahu Regional Transportation Plan (ORTP)
- Hosted meetings with partner agencies
- Hosted training for OahuMPO staff
- Worked on developing an interim socioeconomic forecast without the use of a land-use model
- Commenced work on building a transit model
- Contractor work has been suspended and work has been delayed due to a pending contract amendment. The amendment has been pending due to delays in the processing of invoices by the Statewide Transportation Planning Office (STP).

Land-Use Model

- The Department of Planning and Permitting is the responsible agency.
- DPP is working to prepare model inputs for the TDFM.

- DPP has reported the parcel level data will very soon be available for UrbanSim to use for the completion of the UrbanSim land-use model.

➤ **Task 2.4 – 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 two TIP amendments and their analyses.

FFYs 2019-2022 Transportation Improvement Program Amendments

February 2020:

To evaluate the equity in spending of the FFYs 2019-2022 As of TIP Revision #10, 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 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 based on the list of projects included in the TIP.

➤ **Transit Fares Scenario Modeling Study⁴**

Responsible agency: Honolulu Authority for Rapid Transportation

Work Performed/Status: The OahuMPO Policy Board accepted the completed work products on April 19, 2019. OahuMPO coordinated with HART on invoicing in FY2020 and FY2021. Final payment was processed in October 2020.

Project schedule: May 30, 2016 – June 30, 2018

Click here to view final report:

<https://www.oahumpo.org/planning-studies-transit-fares-modeling/>

⁴ This study was included on page 9 of the OWP FY20 in the context of complete work elements with balances remaining that were due to be deobligated. Now that final billing has been processed, this work element is noted here for the purpose of sharing the final report. It has intentionally not been assigned a subtask number as it won't be included in future OWPs or Annual Reports.

➤ **Task 2 Financial Information**

Task	Title	Agency	Budget as of 7/1/19	Budget Adjustments	Revised Budget	Expenditures as of 6/30/2020	Balance as of 6/30/2020
2.1	2019 Transit Rider Survey Project	DTS	\$1,400,000	\$0	\$1,400,000	\$0	\$1,400,000
2.2	Comprehensive Data Management & Sharing Study - Consultant	OahuMPO	\$130,000	\$0	\$130,000	\$0	\$130,000
2.2a	Comprehensive Data Management & Sharing Study - Staff Time		\$15,000	-\$11,000	\$4,000	-\$2,351	\$1,649
2.3	Computer Model Operations and Support - Consultant		\$200,000	\$0	\$200,000	-\$159,186	\$40,814
2.3a	Computer Model Operations and Support - Staff Time		\$20,000	\$0	\$20,000	-\$25,979	-\$5,979
2.4	Title VI Environmental Justice Analysis		\$12,000	-\$3,000	\$9,000	-\$12,156	-\$3,156

Task 3 – Short Range Planning

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)

Responsible Agency: OahuMPO

Work Performed/Status:

- Completed three FFYs 2019-2022 TIP revisions (1 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.
- Completed an Obligated Funds Report for FFY 2020 in cooperation with partner agencies (HDOT, DTS, and HART).

Project schedule: July 1, 2019 – June 30, 2020

➤ Task 3.2 - Transportation Alternatives Program Coordination

Responsible agency: OahuMPO

Work Performed/Status:

- Discussed the Bikeshare project status with partner agencies
 - Held internal meeting to discuss call for projects in FY2021 and updating evaluation criteria
 - Call for projects planning to be done in FY 2021

Project schedule: July 1, 2019 – June 30, 2020

➤ Task 3.3 - 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.

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

➤ Task 3.4 - Ala Wai Canal Bridge Alternatives Analysis

Responsible agency: Department of Transportation Services

Work Performed/Status: Project was completed in FY20. The public draft of the report was published for review and comment in November 2019. The final report was presented to and accepted by the OahuMPO Policy Board in January 2020.

Project schedule: October 1, 2017 – September 30, 2021

Click here to view final report:

<https://www.honolulu.gov/completestreets/alapona>

➤ **Task 3.5 - Waikiki Loading Zone Management Study**

Responsible agency: Department of Transportation Services

Work Performed/Status: This project does not have funds obligated.

Project schedule: Pending obligation of funds

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

Responsible agency: Department of Transportation Services

Work Performed/Status: The project consultant was selected and the scope of work finalized in May 2020.

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 Performed/Status: During FY 2020, DTS staff worked with City Purchasing to develop the Request for Proposals (RFP), which was issued on March 16, 2020. Upon evaluating the submitted proposals, Kimley-Horn was selected as the consultant for this project, and a contract was awarded on June 29, 2020. As of June 30, 2020, the contract was in the process of being executed.

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 Performed/Status: Procurement of consultant services began in June 2020.

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

➤ **Task 3.9 - Royal Kunia Public Transit and Day Care Facility Master Plan**

Responsible agency: Department of Transportation Services

Work Performed/Status: This study was programmed in FY19 and as of December 2020 does not have funds obligated.

Project schedule: Pending obligation of funds

➤ **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. The consultant is now preparing the final report to close out the project.

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: DTS began work on procurement in FY2020. The consultant contract was awarded by DTS on 7/17/2020.

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

➤ **Task 3.12 - Oahu Coastal Communities Evacuation Plan – Phase 2**

Responsible agency: Department of Transportation Services/Department of Emergency Management (DEM)

Work Performed/Status: DEM presented final work products to OahuMPO committees in September 2019 to close out the work element and receive final payment. Final payment was processed in September 2020.

Project schedule: October 1, 2016 – September 30, 2019

Click here to view final work products:

<https://www.oahumpo.org/projects/planning-studies/emergency-evacuation-plan/>

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

Responsible agency: Department of Transportation Services

Work Performed/Status: The project consultant was selected and the scope of work finalized in June 2020.

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

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

Responsible agency: Department of Transportation Services

Work Performed/Status: The project consultant was selected and scope of work finalized in June of 2020.

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

➤ **Task 3.15 - New Mobility Plan**

Responsible agency: Department of Transportation Services

Work Performed/Status: As of December 2020, funds have not been obligated for this project.

Project schedule: Pending obligation of funds

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

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

HART has determined that it can conduct this study through its General Engineering Contractor, Jacobs. A team of modelers from Jacobs and subcontractor, University of Hawaii College of Engineering, will conduct the study.

Task timeline has been affected by our strategy to partner with UH and the COVID-19 pandemic. The timing of the study was determined by the availability of graduate students and faculty on the academic calendar and by adjustments to that schedule due to COVID-19.

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

➤ **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 is to hold a public scoping meeting. Until it is safe to gather in large groups in public, the work for this study will be put on pause.

Work on this study's existing conditions report was also severely delayed due to the lack of right of entry for the consultants to conduct their work. Right of entry was granted after an approximately 6-month delay.

Work Performed:

- Monthly coordination meetings with consultant (Planning Solutions)
- Consultant provided a draft of the existing conditions report, and OahuMPO staff provided comments to the consultant
- Facilitated, in conjunction with our consultant, one working group meeting to discuss the existing conditions report

Project schedule: June 2018-June 2022

➤ **Task 3.18 - Energy Conservation and Emissions Reduction Plan**

Responsible Agency: Department of Transportation Services/Office of Climate Change, Sustainability and Resiliency

Work performed/Status: As of December 2020, funds have not been obligated for this project.

Project schedule: Pending obligation of funds

➤ **Oahu Bike Plan Update⁵**

Responsible agency: Department of Transportation Services

Work Performed/Status: DTS and DTS' consultants presented final work products to the OahuMPO Policy Board in September 2019. Final payment was made in May 2020.

Project schedule: July 1, 2016 – June 30, 2019

Click here to view final work products:

<https://www.honolulu.gov/bicycle/bikeplanupdate.html>

➤ **Central Oahu Transportation Study⁶**

Responsible agency: OahuMPO

Work Performed/Status: On November 26, 2019, the OahuMPO Policy Board voted to accept the Central Oahu Transportation Study as evidence that the work was carried out and directed staff to take the study recommendations into consideration in OahuMPO work products. The study is complete, however, there has been a significant delay in paying the final invoices to the consultant.

Work Performed:

- Consultant provided the following drafts, and OahuMPO staff provided comments and revisions to our consultant for:
 - [Deliverable W-3, Benefit Cost Analysis of Potential Projects in the Wahiawā/Whitmore Village Area](#)
 - [Deliverable W-4, Final Report on Prioritization and Recommendations for Implementation of the Wahiawā/Whitmore Village Projects](#)
 - [Deliverable H-2 \(Final Report and Recommendations\)](#)
 - [Deliverable I \(Summary of Community Input\)](#)
- Facilitated one working group meeting with consultant assistance to receive feedback on work products
- Consultants presented the final report to the Technical Advisory Committee, Citizen Advisory Committee, and Policy Board, and the Policy Board voted to accept that work has been completed.

The following public participation activities took place:

- Presentation to Neighborhood Boards (Wahiawa/Whitmore Village, Mililani Mauka/Launani Valley, Pearl City, Waipahu, Mililani/Waipio/Melemanu) to update community members on the study and solicit input on projects

⁵ This work element was previously part of Task 4 but has been moved for this report. The lack of subtask number is intentional as this work element is complete and won't be included in future reports.

⁶ This work element was previously part of Task 4 but has been moved for this report. The lack of subtask number is intentional as this work element is complete and won't be included in future reports.

- Wahiawā/Whitmore Village Community Talk Story with Councilmember Tsuneyoshi to answer questions and receive comments about recommended projects
- Facilitated and executed several Permitted Interaction Group meetings

Click here to view final work products:

<https://www.oahumpo.org/projects/planning-studies/central-oahu-transportation-study/>

➤ **Task 3 Financial Information**

Task	Title	Agency	Budget as of 7/1/19	Budget Adjustments	Revised Budget	Expenditures as of 6/30/2020	Balance as of 6/30/2020	
3.1	Transportation Improvement Program	OahuMPO	\$75,000	-\$40,000	\$35,000	-\$37,682	-\$2,682	
3.2	Transportation Alternatives Program Coordination	OahuMPO	\$25,000	-\$23,000	\$2,000	-\$142	\$1,858	
3.3	Oahu Mass Transit Joint Feasibility Study	DTS	\$302,400		\$302,400	\$0	\$302,400	
3.4	Ala Wai Canal Bridge Alternatives Analysis	DTS	\$115,684		\$115,684	-\$115,664	\$20	
3.5	Waikiki Loading Zone Management Study	DTS	<i>Not obligated</i>					
3.6	Ala Moana Transit Plaza Alternatives Analysis	DTS	\$500,000		\$500,000	\$0	\$500,000	
3.7	Multi-Modal Transit Asset Management Plan Phase 1	DTS	\$250,000		\$250,000	\$0	\$250,000	
3.8	Kapolei Maintenance Facility & Transit Center Alternatives Analysis	DTS	\$500,000		\$500,000	\$0	\$500,000	
3.90	Royal Kunia Public Transit and Day Care Facility Master Plan	DTS	<i>Not obligated</i>					
3.10	PM Peak Period Tow Away Zone Modifications	DTS	\$117,366		\$117,366	-\$75,000	\$42,366	
3.11	Review and Update of Planned Rights of Way for Existing Streets	DTS	\$500,000		\$500,000	\$0	\$500,000	
3.12	Oahu Coastal Communities Evacuation Planning Project - Phase 2	DEM	\$141,178		\$141,178	-\$141,036	\$142	
3.13	TDM Plan	DTS	\$535,000		\$535,000	\$0	\$535,000	
3.14	Vision Zero Action Plan	DTS	\$2,000,000		\$2,000,000	\$0	\$2,000,000	
3.15	New Mobility Plan	DTS	<i>Not obligated</i>					
3.16	Autonomous Vehicle Planning Study	HART	\$50,000		\$50,000	\$0	\$50,000	
3.17	Farrington Highway Makaha Beach Realignment Feasibility Study - Staff Time	OahuMPO	\$122,485		\$122,485	-\$24,472	\$98,013	
3.17a	Farrington Highway Makaha Beach Realignment Feasibility Study - Consultant	OahuMPO	\$358,900		\$358,900	-\$54,645	\$304,255	
3.18	Energy Conservation & Emission Reduction Plan	DTS/OCCSR	<i>Not obligated</i>					

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.

➤ Oahu Regional Transportation Plan & Congestion Management Process

Responsible agency: OahuMPO

OahuMPO experienced significant contract extension delay from June through October of 2020, which impacted the completion of our revenue forecast. The revenue forecast will now be completed in February 2021. The revenue forecast was originally scheduled to be completed in summer of 2020. A draft of the revenue forecast was provided to OahuMPO staff, and staff are collaborating with the consultants on revisions, and will meet with FHWA, State, and City officials to review the forecast, and make additional revisions if needed.

In addition, due to the contract extension delay, OahuMPO decided to take a significant amount of consultant work, in-house, including the congestion management process, project and program prioritization process, call for projects, evaluation and prioritization of projects and programs, and chapter writing.

Worked Performed:

Revenue Forecast:

- Facilitated with consultant assistance a revenue forecasting working group meeting
- Consultant provided a draft revenue forecast report, and OahuMPO staff provided comments on the draft revenue forecast to the consultant

Congestion Management Process:

- Data review for the CMP

Travel Demand Forecasting Model:

- Facilitated with consultant assistance a travel demand modeling working group meeting

Chapter/Miscellaneous ORTP Related Work:

- OahuMPO staff drafted a vision and goals and refined them with the ORTP working group
- Staff presented to the OahuMPO Technical Advisory Committee, Citizen Advisory Committee, and Policy Board a draft of the ORTP Vision and Goals
- OahuMPO staff drafted objectives and performance metrics and refined them with the ORTP working group
- OahuMPO staff drafted project and program prioritization process and refined them through discussions with experts in each of the criteria areas
- Began drafting verbiage for ORTP chapters.

➤ **Task 4 Financial Information**

Task	Title	Agency	Budget as of 7/1/19	Budget Adjustments	Revised Budget	Expenditures as of 6/30/2020	Balance as of 6/30/2020
4.1	Oahu Regional Transportation Plan - Staff Time	OahuMPO	\$115,000	-\$10,000	\$105,000	-\$120,275	-\$15,275
4.1a	ORTP - Consultant (Jacobs) ⁷	OahuMPO	\$300,000	\$355,000	\$655,000	-\$187,025	\$467,975
4.1b	ORTP - Consultant (DTL) ⁸	OahuMPO	\$109,132	\$0	\$109,132	\$0	\$109,132
4.2	Congestion Management Process Update	OahuMPO	\$10,000	\$7,000	\$17,000	-\$16,023	\$977
4.2a	Congestion Management Process Update - Consultant (Jacobs)	OahuMPO	\$100,000	\$0	\$100,000	\$0	\$100,000

⁷ Revision #1 of the OWP FY20 added \$355,000 to the Oahu Regional Transportation Plan work element to support an amendment to add scope of work and funds to the consultant contract. However, with the arrival of a Senior Transportation Planner in February 2020, OahuMPO did not end up needing to amend the Jacobs contract.

⁸ The OWP FY20 listed a balance of \$95,000 on the DTL contract, which was incorrect. \$109,132 is the correct balance as of December 2020. These funds will be expended in the second half of FY2021 and reported on in the FY2021 Annual Report.