

APPENDIX D

Oahu Transportation Improvement Program (TIP) Procedures

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**OAHU TRANSPORTATION IMPROVEMENT PROGRAM (TIP)
PROCEDURES**

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Prepared by the Oahu Metropolitan Planning Organization
in cooperation with its participating agencies.
City Department of Planning and Permitting
City Department of Transportation Services
State Department of Transportation
State Department of Business, Economic Development, and Tourism

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OVERVIEW

The Transportation Equity Act for the 21st Century (TEA-21) establishes transportation planning requirements for state and local jurisdictions. In order to be eligible for federal transportation funds, communities must comply with these federal provisions.

The TIP is a short-term implementation program for Oahu's transportation programs and projects. Projects in the TIP must be consistent with the Oahu Regional Transportation Plan. Both the TIP and the Regional Plan must include a financing plan and take into consideration the following factors:

1. Support the economic vitality of the United States, the States, and metropolitan areas;
2. Increase the safety and security of the transportation system for motorized and nonmotorized users;
3. Increase the accessibility and mobility options available to people and for freight;
4. Protect and enhance the environment, promote energy conservation, and improve the quality of life;
5. Enhance the integration and connectivity of the transportation system, across and between modes throughout the State, for people and freight;
6. Promote efficient system management and operation; and
7. Emphasize the preservation of the existing transportation system.

SPECIFIC TIP REQUIREMENTS

TEA-21 requires that OMPO, in cooperation with the State and affected transit operator(s) develop a TIP that is updated at least every two years. The TIP must include a priority list of projects and project segments to be implemented within the three-year period following approval of the TIP by the governor and OMPO. It must also include a financial plan indicating the resources reasonably expected to be available to fund the program.

Citizens, affected public agencies and their employee representatives, private providers, and other interested parties are to be given an opportunity to comment on the program during its development and prior to its approval by OMPO.

TIP projects will be funded under TEA-21 only if they are consistent with the Oahu Regional Transportation Plan and if full funding can reasonably be anticipated within the projects' time-frame for completion.

THE TIP PROCESS

The OMPO Policy Committee finds that the following procedures are in accordance with Oahu's 3-C process and are responsive to the requirements set forth in the TEA-21. They integrate

OMPO's transportation planning responsibilities with State and City planning, policy, and program implementation procedures.

1. The boundaries of Oahu's Transportation Management Area (TMA)¹ shall be as determined by the Governor and Policy Committee. Projects that fall within or directly impact the TMA shall be so noted in the TIP. The OMPO Policy Committee designated the entire island of Oahu as a TMA. On October 29, 1992, the Governor approved this designation.
2. The TIP is a short-term project implementation program that requires committed funding. Therefore, close coordination with the budget and funding procedures of the State and City are necessary. The REVIEW DRAFT TIP shall reflect the program and project requests of the State and City administrations for their budget periods. State and City monies identified in the FINAL TIP shall reflect those "budgeted" by the Legislature and City Council. Projects beyond the budget periods shall conform to the Oahu Regional Plan and take into consideration the City and State six-year capital improvement programs for transportation. The TIP financial plan shall reflect the revenue projections and appropriations in the State and City budget acts.
3. The TIP shall be a three-year program, updated biennially with a scheduled annual review. The program will be presented as three twelve-month July/June fiscal periods. The new TIP will cover July 2000 through June 2003. The TIP will reflect OMPO's project implementation priorities.
 - a. **Biennial Update:** A Biennial Update will result in a new TIP. Completed years will be deleted and two new years added to produce a new three-year program.
 - b. **Annual Review/Amendment:** In years when an Update is not undertaken, the TIP will be reviewed by OMPO and its participating agencies, and amendments to the programmed period considered. OMPO will be responsible for processing amendment requests submitted at the annual review. Processing off-schedule amendments will be the responsibility of the requesting agency.
 - c. **Implementation Priority:** Unless otherwise designated by the Policy Committee, the year during which a project is programmed for implementation

¹Urbanized areas with population of 200,000 or more are designated as Transportation Management Areas. The Governor and OMPO may establish additional TMAs or extend TMA boundaries beyond the urbanized area. Designation as a TMA means that selection of projects for implementation within the TMA is done by OMPO in consultation with the State from the approved TIP and in accordance with the TIP priorities. (Projects undertaken on the National Highway System and under the bridge and Interstate maintenance programs shall be selected by the State in cooperation with OMPO.) Projects outside a TMA are selected from the approved TIP by the State in cooperation with OMPO. OMPO must also develop a Congestion Management System (CMS) for Oahu's TMA(s).

will establish the implementation Priority for the project. Priority I projects are those programmed for the first program year; priority II, those programmed for the second year; and Priority III, those programmed for the third year.

- d. **Project Selection:** Policy Committee approval of the TIP shall constitute OMPO selection for implementation.
- e. **Interface with Related Planning and Programming Documents:** The TIP shall interface and be coordinated with the key planning and programming documents of the City and the State. Among these are the State Transportation Plan, State Plan and Functional Plans, the City General Plan and Development Plans, City and State Operating and Capital Budgets, the statewide TIP, and City's Short Range Transportation Plan. OMPO's 3-C process acknowledges and incorporates the development and adoption procedures for these documents.
- f. **Opportunities for Comments from the General Public and Interested Parties:** In order to facilitate the timely development of the TIP and ensure the greatest opportunity for public comment on TIP projects and programs, comments presented at meetings and hearings of other agencies may be considered by the Policy Committee.
 - i. Comments of representatives of transportation agency employees and private providers of transportation: Primary responsibility for providing reasonable opportunities for comment from representatives of affected employees and private transportation providers shall be with the agency proposing the project or program. Whenever possible, such comments shall be solicited prior to submitting a project to OMPO for inclusion in the TIP and documented when submitted.²
 - ii. Comments of other interested parties: OMPO shall provide all interested parties an opportunity to comment on the REVIEW DRAFT and any proposed revisions prior to approval of the FINAL TIP. Public comment may be solicited at public meetings of OMPO's Citizen Advisory Committee, the Technical Advisory Committee, or other appropriate forums as determined by the Policy Committee. Reasonable notice shall be given of any meeting at which public comment upon the TIP will be received.

²Affected employees and private providers may have existing or potential contractual relationships with an implementing agency. Thus, the agency should have primary responsibility for soliciting and responding to issues raised in this context. While the implementing agency is the lead agency in these situations, the parties may also present their comments directly to OMPO.

AGENCY RESPONSIBILITIES

OMPO

1. Prepare REVIEW DRAFT TIP based upon City and State executive program and budget documents; and review for conformity with Oahu Regional Transportation Plan.
2. Obtain TAC and CAC comments and recommendations; present to Policy Committee for decision regarding those comments and recommendations that will be transmitted to legislative bodies.
3. Prepare FINAL TIP reflecting Policy Committee's position for projects programmed for funding in future years.
4. Submit to Areawide Clearinghouse for review.
5. Present to Policy Committee and Governor for final local action.
6. Submit approved TIP to FTA and FHWA, and to State DOT for incorporation into the Statewide TIP.

DTS

1. Prepare Short Range Transportation Plan, document private sector involvement, and process through City Council concurrently with Council Resolution authorizing inclusion of projects in the TIP.³
2. Submit City's REVIEW DRAFT TIP projects and financial plan to OMPO. City projects to include any related major privately funded projects.
3. Coordinate DTS TIP activities and responsibilities including input from transportation agency and transit operator employee representatives where appropriate.
4. Submit "as budgeted" revisions to OMPO for FINAL TIP.

³The detailed justification for FTA funded projects in a TIP is provided in the Short Range Transportation Plan. This document is prepared by DTS and submitted to the City Council for review and approval to transmit to OMPO. OMPO then sends it to FTA. Concurrent processing of the SRTP and authorization to include projects in the TIP is recommended.

DPP

1. Review TIP for conformity with City Development Plans. (Development Plan review addresses the overall social, economic, and environmental effects of the program.)
2. Submit comments and findings to OMPO.

DOT

1. Submit State's REVIEW DRAFT TIP projects and financial plan to OMPO. State projects to include any related major privately funded projects.
2. Coordinate Oahu TIP with State TIP.
3. Submit "as budgeted" revisions to OMPO for FINAL TIP.

DBEDT-OP

1. Review TIP for conformity with State Energy Plan.
2. Submit comments and recommendations to OMPO.

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