

OVERALL WORK PROGRAM
State Fiscal Year 2023
(July 1, 2022 – June 30, 2023)

Revision #1 – Administrative Modification

May 19, 2023



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

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Executive Summary

Revision #1 includes the following changes per the needs of the organization:

- Transfers \$128,840 in funds from:
 - The staff time budget
 - The Accounting System Maintenance and Support budget (consultant)
 - The Strategic Plan budget (miscellaneous)
- Transfers all funds into the following:
 - Computer network security upgrades - \$59,000
 - UrbanSim land use model subscription and technical service - \$24,000
 - Travel demand forecasting model consultant support by Caliper - \$38,340
 - Overhead for technology expenditures - \$30,000
- Changes the budget period from two years to one year.

This revision qualifies as an administrative modification because the transfers do not exceed \$100,000 each and cumulatively they equal less than 10% of the total approved budget for the FY2023. Revision #1 does not change work element tasks or objectives.

Introduction

This document presents Revision #1 to the FY2023 Overall Work Program (OWP) for the Oahu Metropolitan Planning Organization (OahuMPO). The OWP serves as the key management tool for coordinating and conducting the transportation planning activities of the OahuMPO, State of Hawaii (State), City and County of Honolulu Department of Transportation Services (DTS), and Honolulu Authority for Rapid Transportation (HART) on the island of Oahu. The OWP is a prerequisite for metropolitan transportation planning activities performed with Federal funds provided under 23 United States Code (U.S.C.) and 49 U.S.C. 53.¹

Types of OWP Revisions

According to the Overall Work Program (OWP) Process and Procedures (December 2022), the OWP may be revised in two ways.

An **Administrative Modification** is a revision that transfers funding between approved work elements, consistent with the following:

- The amount of money to be transferred does not exceed \$100,000 per transfer and –cumulatively – changes do not exceed 10% of the total approved budget for that OWP year; and
- The tasks and/or objective of the work element are unchanged.

Administrative Modifications do not require Federal or Policy Board approval. Notification will be given to the awarding agency or agencies (FTA, FHWA), the Policy Board, and the advisory committees. No public and intergovernmental, CAC, TAC, or Policy Board review are required.

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

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

An amendment to the OWP must go out for review to the general public, interested parties, intergovernmental agencies, the CAC and the TAC. It must be approved by the Policy Board. The approved amendment must be sent to the awarding agency or agencies for its acceptance prior to incorporation into the work program.

¹ 23 CFR 450.308.

Revision #1 Summary

Revision #1 changes are within the \$2,156,000 budget for OahuMPO operations that is constrained by local match. These changes are shown in the budget summary tables for tasks 1-4 and in the overall budget summary by task and cost category.

Staff Time Budget Adjustments

OahuMPO has excess staff time budget due to personnel changes in SFY 2023 and is transferring funds into other work elements that require additional funding.

Accounting Work Elements Adjustment

Revision #1 transfers \$2,500 into Single Audit to cover the cost of the auditor for which OahuMPO reimburses the State Auditor's Office. Revision #1 also transfers \$8,340 in unused funds for Accounting System and Maintenance & Support from the FY2022 budget.

Computer Maintenance & Support

In March 2023, substantial vulnerabilities in OahuMPO's computer network were revealed. Revision #1 will add \$34,000 to the Computer & Network Maintenance budget to cover approximately \$59,000 in necessary upgrades to increase security. These upgrades include:

- New server infrastructure
- New wireless access points
- Network security firewall upgrade
- Upgraded phone system

Modeling Work Element Adjustments

Revision #1 adds \$62,340 to the consultant cost category for the Computer Model Operations & Support.

- \$24,000 is needed to cover a cost increase to the UrbanSim subscription for OahuMPO's land use model, as well as technical services to provide a needed update.
- \$38,340 will be encumbered to the technical support contract for the travel demand forecasting model. The balance remaining on this contract at the end of FY23 will be carried forward to the OWP FY2024-2025.

Overhead Adjustments

OahuMPO is transferring \$30,000 to the Overhead budget to cover technology upgrades.

Budget Period Reduction

To facilitate the transition to a two-year Overall Work Program, OahuMPO had temporarily given the OWP FY2023 a two-year budget period² with the intent of reducing it back to one year. Revision #1 will make that change.

There are no changes to the scope, tasks or objectives of staff time and non-staff time work elements.

² Budget period refers to the period of time within which costs may be incurred.

Budget Summary – Task 1

STAFF TIME		FY2023 Funding Request					Revision #1 Changes
Work Element Description	Cost Category	FHWA-STBG Urbanized	FHWA-PL	FTA 5303(d)	Local Match	Total	
Program Administration & Management	Staff Time		\$49,560 \$79,960	\$286,086 \$262,086	\$83,911 \$85,511	\$419,557 \$427,557	\$8,000
General Technical Assistance & Planning Support	Staff Time		\$60,184 \$102,940	-	\$15,046 \$25,735	\$75,230 \$128,675	\$53,445
Computer & Network Maintenance	Staff Time		\$4,322 \$4,402	-	\$1,081 \$1,101	\$5,403 \$5,503	\$100
Professional Development	Staff Time		\$41,939 \$37,200	-	\$10,485 \$9,300	\$52,424 \$46,500	-\$5,924
OWP Development & Management	Staff Time		\$64,118 \$58,800	\$0 \$0	\$16,029 \$14,700	\$80,147 \$73,500	-\$6,647
Subrecipient Monitoring & Support	Staff Time		\$24,331 \$11,200	\$0 \$0	\$6,083 \$2,800	\$30,414 \$14,000	-\$16,414
Single Audit	Staff Time		\$38,804 \$21,127	\$0 \$0	\$9,701 \$5,282	\$48,505 \$26,409	-\$22,096
Public Participation	Staff Time		\$33,565 \$36,000	\$0 \$0	\$8,391 \$9,000	\$41,956 \$45,000	\$3,044
OahuMPO Paid Time Off	Staff Time		\$165,544 \$153,600	\$0 \$0	\$41,386 \$38,400	\$206,930 \$192,000	-\$14,930
STAFF TIME SUBTOTAL			\$505,229	\$262,086	\$191,829	\$959,144	-\$1,422

CONSULTANT

Accounting - Single Audit	Consultant		\$36,000 \$38,000	\$0 \$0	\$9,000 \$9,500	\$45,000 \$47,500	\$2,500
Accounting System Maintenance & Support	Consultant		\$12,000 \$0	-	\$3,000 \$0	\$15,000 \$0	-\$15,000
Accounting System Maintenance & Support - FY2022 Funds	Consultant		\$6,672 \$0	-	\$1,668 \$0	\$8,340 \$0	-\$8,340
Computer & Network Maintenance - Security Upgrades	Consultant		\$20,000 \$47,200	\$0	\$5,000 \$11,800	\$25,000 \$59,000	\$34,000
CONSULTANT SUBTOTAL			\$85,200	\$0	\$21,300	\$106,500	\$13,160

NON-STAFF TIME

Development of a Strategic Plan	Misc		\$4,400 \$0	-	\$1,100 \$0	\$5,500 \$0	-\$5,500	
Public Outreach Tools	Software		\$24,000		\$6,000	\$30,000	\$0	
Training, Education, Workforce Development		\$100,000		\$0		\$100,000	\$0	
Rent, Utilities & Misc Expenses	Overhead		\$0 \$0	\$132,000 \$156,000	\$33,000 \$39,000	\$165,000 \$195,000	\$30,000	
TASK 1 TOTALS			\$100,000	\$614,429	\$418,086	\$258,129	\$1,390,644	\$36,238

Task 2 - Budget Summary

STAFF TIME		FY2023 Funding Request					Revision #1 Changes
Work Element Description	Cost Category	FHWA-STBG Urbanized	FHWA-PL	FTA 5303(d)	Local Match	Total	
Computer Model Operations and Support	Staff Time		\$36,855	\$0	\$9,214	\$46,069	
			\$20,146	\$0	\$5,036	\$25,182	-\$20,887
Title VI/EJ Monitoring	Staff Time		\$6,716	\$0	\$1,679	\$8,395	
			\$5,821	\$0	\$1,455	\$7,276	-\$1,119
TASK 2 STAFF TIME SUBTOTAL			\$25,967	\$0	\$6,491	\$32,458	-\$22,006
Computer Model Operations and Support	Consultant		\$160,000	-	\$40,000	\$200,000	\$62,340
			\$209,872		\$52,468	\$262,340	
Traffic Signal Optimization and Demand Management	Subrecipient		\$440,000		\$110,000	\$550,000	\$0
TASK 2 TOTALS			\$675,839	\$0	\$168,959	\$844,798	\$40,334

Task 3 - Budget Summary

TASK 3 STAFF TIME		FY2023 Funding Request					Revision #1 Changes
Work Element Description	Cost Category	FHWA-STBG Urbanized	FHWA-PL	FTA 5303(d)	Local Match	Total	
Transportation Improvement Program	Staff Time		\$31,063	-	\$7,766	\$38,829	\$3,906
			\$34,188	-	\$8,547	\$42,735	
Transportation Alternatives Set-Aside Coordination	Staff Time		\$6,214	-	\$1,553	\$7,767	-\$3,953
			\$3,051	-	\$763	\$3,814	
STAFF TIME SUBTOTAL			\$37,239	\$0	\$9,310	\$46,549	-\$47
SUBRECIPIENT							
Multi-Modal Assessment	Subrecipient		\$80,000		\$20,000	\$100,000	\$0
TASK 3 TOTALS			\$117,239	\$0	\$29,310	\$146,549	-\$47

Task 4 – Budget Summary

STAFF TIME		FY2023 Funding Request					Revision #1 Changes
Work Element Description	Cost Category	FHWA-STBG Urbanized	FHWA-PL	FTA 5303(d)	Local Match	Total	
Oahu Regional Transportation Plan	Staff Time		\$129,527 \$96,000	- -	\$32,382 \$24,000	\$161,909 \$120,000	-\$41,909
Congestion Management Process Update	Staff Time		\$50,372 \$22,679	- -	\$12,593 \$5,670	\$62,965 \$28,349	-\$34,616
STAFF TIME SUBTOTAL			\$118,679	\$0	\$29,670	\$148,349	-\$76,525
CONSULTANT							
ORTP 2050 Technical Support	Consultant		\$307,200		\$76,800	\$384,000	\$0
CONSULTANT SUBTOTAL			\$307,200		\$76,800	\$384,000	
SUBRECIPIENT							
Educational Framework for Youth Engagement in Oahu's Transportation Planning	Subrecipient	UH Manoa - Uehiro Academy	\$100,236		\$25,059	\$125,295	\$0
TASK 4 TOTAL			\$526,115	\$0	\$131,529	\$657,644	-\$76,525

Table 6. OWP FY2023 Revision #1 Budget Summary by Task

Task	Title	FHWA - STBG	FHWA-PL	FTA 5305(d)	Non-Federal Match Subrecipients	Non-Federal Match - Member Dues	Total	Revision #1 Changes
1	MPO Management & Program Administration	\$100,000	\$578,767	\$418,086	\$0	\$249,213	\$1,354,406	\$40,964
		\$100,000	\$618,210	\$418,086		\$259,074	\$1,395,370	
2	Data Development & Maintenance		\$643,571	\$0	\$110,000	\$50,893	\$804,464	\$40,334
			\$675,839		\$110,000	\$58,959	\$844,798	
3	Short Range Planning		\$117,277	\$0	\$20,000	\$9,319	\$146,596	(\$47)
			\$117,239		\$20,000	\$9,310	\$146,549	
4	Long Range Planning		\$587,335	\$0	\$25,059	\$121,775	\$734,169	(\$81,251)
			\$522,334		\$25,059	\$105,525	\$652,918	
TOTAL		\$100,000	\$1,933,622	\$418,086	\$155,059	\$432,868	\$3,039,635	\$0

Table 7. OWP FY2023 Revision #1 Budget Summary by Cost Category

Cost Category	Funding Request for OWP FY2023					Revision #1 Changes
	FHWA-STBG Urbanized	FHWA-PL	FTA 5303(d)	Local Match	Total	
OahuMPO - Regular Operations Budget - 80% Federal / 20% Local						
Staff Time		\$743,114	\$286,086	\$257,300	\$1,286,500	-\$100,000
		\$663,114	\$286,086	\$237,300	\$1,186,500	
Consultant		\$535,200	-	\$133,800	\$669,000	\$83,840
		\$602,272		\$150,568	\$752,840	
Consultant - FY2022 Funds ³		\$6,672	-	\$1,668	\$8,340	-\$8,340
		\$0		\$0	\$0	
Software		\$24,000		\$6,000	\$30,000	\$0
Misc (Strategic Plan)		\$4,400	-	\$1,100	\$5,500	-\$5,500
		\$0		\$0	\$0	
Overhead			\$132,000	\$33,000	\$165,000	\$30,000
			\$156,000	\$39,000	\$195,000	
SUBTOTAL		\$1,289,386	\$442,086	\$432,868	\$2,164,340	\$0
100% Federal Share Work Elements						
Training, Education, Workforce Development	\$100,000	\$0	\$0	\$0	\$100,000	\$0
Regional Planning Studies						
Traffic Signal Optimization and Demand Management		\$440,000	\$0	\$110,000	\$550,000	\$0
Multi-Modal Assessment		\$80,000		\$20,000	\$100,000	\$0
Educational Framework for Youth Engagement in Oahu's Transportation Planning		\$100,236		\$25,059	\$125,295	\$0
SUBTOTAL	\$0	\$620,236	\$0	\$155,059	\$775,295	
TOTAL	\$100,000	\$1,909,622	\$442,086	\$587,927	\$3,039,635	

³ Transferring these funds from the FY2022 budget causes an increase of \$8,340 to the total funding request shown on this page.