

**FEDERAL FISCAL YEAR 2012 ANNUAL PROGRESS REPORT
ON THE
OAHU METROPOLITAN PLANNING ORGANIZATION
OVERALL WORK PROGRAM**

OCTOBER 1, 2011 – SEPTEMBER 30, 2012



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Table of Contents

Introduction	- 4 -
Overall Summary.....	- 5 -
OahuMPO Internal Work Elements	- 5 -
OahuMPO Consultant Contracts	- 6 -
OahuMPO Pass-Through Project Grants.....	- 6 -
OWP Work Element Update	- 8 -
Table of Work Elements.....	- 8 -
Funding Balances for Work Elements.....	- 10 -
The Work Elements	- 12 -
201.50-05/09/12: Land Use Model Enhancement and Demonstration	- 13 -
202.36-09: Selection of Transportation Enhancement (TE) Projects for Oahu	- 14 -
202.63-11/12: Household Interview Travel Survey and Travel Demand Forecasting Model Refresh.....	- 15 -
203.01-12: Waianae Coast Access Alternatives Study	- 17 -
205.01-12: OahuMPO Planning Process Review.....	- 18 -
205.02-12: OahuMPO Website Update & Electronic TIP & ORTP Development	- 19 -
301.01-12: Program Support & Administration.....	- 20 -
301.02-12: Planning Resource & Support for Other Agencies	- 22 -
301.03-12: Overall Work Program.....	- 24 -
301.04-12: Support for Citizen Advisory Committee & Additional Public Outreach	- 26 -
301.05-12: Single Audit	- 28 -
301.08-12: Disadvantaged Business Enterprise Program	- 30 -
301.09-12: Professional Development	- 32 -
301.10-12: Computer & Network Maintenance	- 33 -
301.13-12: Census Data.....	- 34 -
301.14-12: Federal Planning Requirements	- 35 -
301.15-12: Travel Demand Forecasting Model.....	- 37 -
301.16-12: Oahu Regional Transportation Plan.....	- 38 -
301.17-12: Transportation Improvement Program.....	- 40 -
302.01-12: Overhead (Indirect Costs)	- 42 -
202.08-11: Transportation Asset Climate Change Vulnerability Assessment	- 43 -
Reports for Pass-Through Work Elements Managed Outside of OahuMPO.....	- 45 -
201.01-12: Traffic Signal Prioritization Methodology.....	- 46 -
206.01-12: Emergency Evacuation Plan	- 47 -

203.82-11: Separate Left-Turn Phase Alternatives Study - 48 -

203.83-11: Village Park-Kupuna Loop Sub-Area Corridor Study..... - 49 -

202.84-11: Waikiki Transit Circulator Study - 50 -

206.21-11: Waterborne Transit: Ocean Pointe Feasibility Study - 51 -

203.79-10: Honolulu Urban Core Parking Master Plan - 52 -

203.80-10: Makakilo Traffic Study - 54 -

203.81-10: West Waikiki Traffic Study - 55 -

201.66-09: Pedestrian Master Plan..... - 56 -

203.75-09: Ewa Impact Fees for Traffic & Roadway Improvements Update Study - 57 -

203.77-09: Short-Range Transit Service Operations Plan - 58 -

203.78-09: Transit Street Improvement Study & Demonstration - 59 -

201.65-07: Tantalus & Round Top Drive Boundary Identification Study - 60 -

Common Abbreviations

CAC	Citizen Advisory Committee
DBE	Disadvantaged Business Enterprise
DEM	Department of Emergency Management (City & County of Honolulu)
DPP	Department of Planning and Permitting (City & County of Honolulu)
DTS	Department of Transportation Services (City & County of Honolulu)
FY	Fiscal Year (State)
FFY	Federal Fiscal Year
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
GIS	Geographic Information Systems
HDOT	Hawaii Department of Transportation
ITS	Intelligent Transportation Systems
MAP-21	Moving Ahead for Progress in the Twenty-First Century
MPO	Metropolitan Planning Organization
NEPA	National Environmental Policy Act
NTP	Notice to Proceed
OahuMPO	Oahu Metropolitan Planning Organization
OMB	Office of Management and Budget
OPP	Oahu Participation Plan
ORTP	Oahu Regional Transportation Plan
OWP	Overall Work Program
T6/EJ	Title VI/Environmental Justice
TAC	Technical Advisory Committee
TAP	Transportation Alternatives Program
TDFM	Travel Demand Forecasting Model
TIP	Transportation Improvement Program
WE	Work Element

Introduction

The narrative of this report and the project progress reports were compiled by the Oahu Metropolitan Planning Organization (OahuMPO) based on progress reports prepared by the OahuMPO and its participating agencies.

The Overall Work Plan (OWP) establishes the various work elements and their budgets for each fiscal year. OahuMPO expends funds in two basic ways. First, to support internal operations – pay staff, rent, and all of the expenses that are necessary to maintain a planning office. Second, revenue and spending authority that are not needed to maintain the OahuMPO office are made available to participating agencies in the form of pass-through planning grants. The OWP identifies both types of work elements. This report summarizes the financial and programmatic status of each work element from the State Fiscal Year (FY) 2012 OWP, as well as pass-through projects programmed in previous years that have not yet been completed.

Recognizing that there is often a delay between when work is performed and when the resulting invoice is submitted and reimbursed, the expenditure reports may, at the margins, reflect payment for work performed in the previous fiscal period.

Overall Summary

OahuMPO Internal Work Elements

Overall, OahuMPO internal and staff-time expenditures for Federal Fiscal Year (FFY) 2012 were on budget, expending 96% of budgeted funds. Five individual work elements came in on budget (i.e., +/- 20% of budget), four were under budget, and five were over budget.

Some work elements of note:

- The **Overall Work Program (301.03-12)** OWP expended over 200% of budgeted funds. Part of the reason lies in: 1) two unanticipated revisions to the OWP, 2) the amount of work that was required to verify and document the in-kind match for the Climate Change project (202.08-11), and 3) an unusual amount of time spent working with Federal Transit Administration (FTA) and Hawaii Department of Transportation (HDOT) closing out old grants.
- Staff expended 143% of budget on **Professional Development (301.09-12)**. This was a new work element in FFY 2012, and it has a relatively small budget. Overtime, more accurate budgeting should be possible.
- **Census Planning (301.13-12)** expended 159% of its budget. With the release of 2010 Census data, staff spent considerable time reviewing and analyzing that data. OahuMPO maintains a considerable balance of funds for this work element, so this work element was intentionally under-budgeted in FY 2012 to allow the agency to spend down that balance (see discussion beginning on Page 8).
- The staff time needed for the **Travel Demand Forecasting Model (301.15-12)** is notoriously difficult to predict because it is a function of the number and complexity of requests for model data and files that OahuMPO receives from outside agencies.
- The **Oahu Regional Transportation Plan (ORTP) (301.16-12)** expended 207% of budgeted funds in the ramp-up to the development of the next ORTP. However, OahuMPO does maintain a significant balance of funds from previous fiscal years, so there was no shortage of funds.
- **Program Support & Administration (301.01-12)** accounted for about 19% of all internal expenditures. As a general rule-of-thumb, program administration should account for no more than 20% of the program's overall budget. This was a great improvement over FFY 2011's expenditure of 27% of all internal expenditures. The improvement is partly the result of providing separate work elements for some activities that were previously being billed to the 301.01 work element, but which were not really administrative in nature, such as professional development and computer network maintenance.
- The **Selection of Enhancement Projects on Oahu (202.36-09)** was intended to program Transportation Enhancement (TE) funds for projects on Oahu. However, the work element was

suspended because the Leeward Bikepath project will remain the primary TE project until its completion. The \$290 spent in FY 2012 was for research into the status of the program. With the passage of MAP-21, the TE program has been eliminated and replaced by the Transportation Alternatives Program (TAP), in which the MPO is expected to play a role. OahuMPO will seek to de-obligate the funding for this work element and create a new work element for TAP beginning in FFY 2014.

OahuMPO Consultant Contracts

In FFY 2012, there were seven contracts for outside consultants that were managed by OahuMPO and one contract for the annual audit, which is actually a contract between the State Office of the Auditor and the auditing firm.

- The **Land Use Model Enhancement and Demonstration project (201.50-09/12)** was turned over to OahuMPO staff in 2009. Notice to Proceed (NTP) was provided to the contractor in late September 2009. The project has been plagued by technical difficulties and the loss of a key staff member for the consultant. However, progress continues to be made and final completion is expected to occur in FFY 2013.
- The **Household Interview Travel Survey and Travel Demand Forecasting Model Refresh (202.63-11/12)** is underway. The consultant has completed the visitor and residential household surveys. OahuMPO is awaiting final documentation of those survey results. In the meantime, the consultant has started collecting data for the model refresh component of the work element.
- The **Waianae Coast Alternatives Access Study (203.01-12)** was canceled by HDOT and the local match was reallocated. The Federal funds were never obligated.
- The **OahuMPO Planning Process Review (205.01-12)** was well underway at the close of FFY 2012. The consultant has been interviewing OahuMPO staff, advisory committee members, and other stakeholders, as well as reviewing Moving Ahead for Progress in the Twenty-First Century (MAP-21) for possible impacts to OahuMPO's existing processes. The project is expected to be completed in FFY 2013.
- The consultant selection process was completed for the **OahuMPO Website Update & Electronic TIP & ORTP Development (205.02-12)**, and the contracting process was underway at the close of FFY 2012.
- OahuMPO's **Single Audit (301.05-12)** for FFY 2011 was completed under budget.
- As part of the **Travel Demand Forecasting Model (301.15-12)**, \$20,000 was allocated to procure consulting services, as needed, to operate the model in the event that staff needed outside assistance. Also, \$130,000 was "banked" for the next household travel survey and model refresh, which is expected to occur in 2021. The current survey and model refresh (202.63-11) has a consultant budget of \$1,000,000. Rather than budgeting for such a large project all in one year, OahuMPO seeks to budget and bank funds in each of the next ten years to fund the future work element.
- Two hundred ninety four thousand dollars were budgeted and "banked" within **Federal Planning Requirements (201.11-11)** for consultant work expected as a result of MAP-21, which contains new requirements for MPOs and necessitates the development of new procedures. An additional \$16,569 remains from the FY 2010 OWP work element dedicated to the same purpose. MAP-21 became law in July 2012, but Federal codes and regulations are not expected to be formally updated for two years. OahuMPO will preserve these banked funds for future use as needed. In the meantime, the OahuMPO Planning Process Review (205.01-12) will recommend some changes to existing procedures in order to be consistent with MAP-21.
- The **Oahu Regional Transportation Plan (202.06-09)** was approved by the Policy Committee in April 2011. However, due to staff turn-over for the consultant, project close-out did not occur until FFY 2012.

OahuMPO Pass-Through Project Grants

Significant progress was also made on many of the Pass-Through Projects in FFY 2012. NTP was given to the consultant for one of the two projects programmed in FY 2012. The **Honolulu Urban Core Parking**

Master Plan (203.79) was 89% completed at the end of FFY 2011, but its budget and scope was increased through a project amendment; so, at the end of FFY 2012, only 80% of the project was completed. Four projects – 1) **Tantalus & Round Top Drive Boundary Identification (201.65)**, 2) **Short-Range Transit Service Operations Plan (203.77)**, 3) **Pedestrian Master Plan (201.66)**, and 4) **West Waikiki Transit Circulator Study (202.84)** – have essentially been completed and are pending project close-out. The **Ocean Pointe Feasibility Study (206.21)** was canceled in FFY 2012 when the developer changed their plans and decided to not open the Ocean Pointe Harbor to the sea, eliminated the possibility of using the harbor as a ferry location. The **Transit Street Improvement Study (203.78)** is about half done, but OahuMPO still has not received an invoice from the City and County. Additionally, the City and County's project manager left the City and County for another employer, delaying further progress on the project. The current project contract will expire in January 2013. The City and County is currently developing a contract amendment with the consultant to extend the project completion deadline.

Year-Over-Year Comparison of Pass-Through Projects				
		Pct. of Total Budget Expended		
W.E. #	Project Title	2011	2012	Notes
201.01-12	Traffic Signal Prioritization Methodology	N/A	0%	Project not yet initiated
206.01-12	Emergency Evacuation Plan	N/A	0%	Consultant has been selected; project kick-off meeting has been held
203.82-11	Separate Left-Turn Phase Alternatives Study	0%	0%	Consultant has been selected; NTP given in July 2012
203.83-11	Village Park-Kupuna Loop Sub-Area Corridor Study	0%	0%	NTP given in July 2012
202.84-11	Waikiki Transit Circulator	0%	75%	Final report expected in December 2012
206.21-11	Ocean Pointe Feasibility Study	0%	N/A	Project canceled; funding was de-obligated in FY 2012
203.79-10	Honolulu Urban Core Parking Master Plan	89%	80%	Budget was increased in FY 2012, which resulted in less of total budget expended as of FY 2012 than FY 2011
203.80-10	Makakilo Traffic Study	0%	7%	Existing traffic report has been received; consultant is preparing mitigation measures report
203.81-10	West Waikiki Traffic Study	0%	29%	Existing traffic report completed; consultant is preparing mitigation measures report
201.66-09	Pedestrian Master Plan	45%	83%	Final document is being prepared
203.75-09	Ewa Impact Fees for Traffic & Roadway Improvements	55%	63%	Draft ordinance completed; final project close-out pending change of City and County administration
203.77-09	Short-Range Transit Service Operations	95%	84%	Public input process completed; final document printing is pending; FY 2011 calculation mistakenly did not include \$130,000 in supplemental local match
203.78-09	Transit Street Improvement Study	0%	0%	Project is underway; no reimbursements were paid in FFY 2012
201.65-07	Tantalus & Round Top Drive Boundary Identification	73%	83%	Final document expected in December 2012

In many cases, there was a significant time delay between the grant award and the NTP. This has been partly the result of a mismatch in the timing between the City and County's budgeting cycle and the development of the OWP, and partly the result of both a heavy work load and very limited staff time to get the projects underway.

Beginning with the FY 2013 OWP, OahuMPO will develop a rolling two-year work program that will allow the City and County of Honolulu to budget for upcoming work elements. OahuMPO expects that this will help expedite the initiation of the work elements. Additionally, OahuMPO and the City & County of Honolulu's Department of Transportation Services (DTS) are coordinating to help ensure that DTS staff does not become overburdened with projects. While the County's transportation planning needs are many, the traveling public does not benefit if staff time is over-committed and planning projects languish as a result. OahuMPO and DTS will continue this cooperative effort to ensure that DTS staff has a work load appropriate to their available resources.

OWP Work Element Update

Table of Work Elements

The table on the following page presents a snapshot of expenditures during FFY 2012 for work elements programmed in FY 2012 and previous fiscal years, but which have not yet been completed. The table is designed to provide a quick reference as to the status of implementation for each work element.

The first section of the table – OahuMPO Internal Work Elements – summarizes only those work elements completed by OahuMPO staff and provides a fair representation of how the OahuMPO staff spent its time relative to the original budget for those work elements. All of the work elements in this section are ongoing for OahuMPO and appear in the work plan year-after-year. For consultant contracts administered by OahuMPO, the staff time portion of the work element appears in this section, while only the consultant portion appears in the second section.

The second section – OahuMPO Consultant Contracts – summarizes only those work elements or those portions of work elements completed by consultants. Both FFY 2012 expenditures and total expenditures to-date are shown.

The third section – OahuMPO Pass-Through Project Grants – summarizes those work elements for which OahuMPO planning funds are being used, a consultant is completing the work, and participating agency staff, such as the HDOT or DTS, manages the project. Both FFY 2012 expenditures and total expenditures to-date are shown.

OahuMPO Internal Work Elements

Series 100	Overall Planning					
	None					
Series 200	Metropolitan Transportation Planning (OahuMPO Staff Portions)	2012 Budget	2012 Expenditure	Total Expenditure	% Budget Expended	Notes
201.50-09	Land Use Model Enhancement & Demonstration (2009)	\$0	\$14,758	\$20,374	41%	This is the original FY 2009 staff allocation of \$50,000. These funds will be expended first before spending the FY 2012 allocation on the next line.
201.50-12	Land Use Model Enhancement & Demonstration (2012)	\$19,028	\$0	\$0	0%	Staff was concerned about the adequacy of the remaining (FY 2009) staff funds for this project, so an additional allocation was made in FY 2012. This project is nearing completion.
202.36-09	Selection of Transportation Enhancement Projects for Oahu	\$0	\$290	\$3,241	16%	The original 2009 budget was \$20,300. This project has been suspended as one major Transportation Enhancement (TE) project, the Leeward Bikepath, has been and will continue to be the primary TE project for the island until completion. Funding for this work element will be de-obligated in FFY 2013.
202.63-11	Household Interview Travel Survey and Travel Demand Forecasting Model Refresh (2011)	\$0	\$0	\$24,584	100%	This is the original FY 2011 staff allocation of \$24,600, which were largely expended by the end of FY 2011, so an additional allocation was made (next line).
202.63-12	Household Interview Travel Survey and Travel Demand Forecasting Model Refresh (2012)	\$29,198	\$15,875	\$15,875	54%	The original budget allocation for staff time (\$24,600) was made in FY 2011, but was quickly used up in data collection. This secondary allocation was made in FY 2012, and has allowed OahuMPO staff to manage and coordinate with the consultants.
203.01-12	Waianae Coast Access Alternatives Study	\$10,708	\$0	\$0	0%	This project was canceled by HDOT; local match was reallocated; Federal funds were never obligated.
205.01-12	OahuMPO Planning Process Review	\$36,253	\$8,542	\$8,542	24%	The consultant was procured and the project was initiated in July 2012. Staff expenses shown in this line item are primarily for procurement and negotiation of the contract, as well as initial project coordination meetings with the consultant. In addition to the staff budget shown here, and additional \$10,000 was budgeted for DPP staff.
205.02-12	OahuMPO Website Update & Electronic TIP & ORTP Development	\$18,975	\$4,374	\$4,374	23%	The consultant contract was finalized in October 2012. Staff expenses shown in this line item are for the procurement process.
Series 300	Coordination of the Planning Program (OahuMPO Staff)	2012 Budget	2012 Expenditure	Total Expenditure	% 2012 Budget Expended	Notes
301.01-12	Program Support & Administration	\$137,169	\$126,797		92%	
301.02-12	Planning Resource and Support for Other Agencies	\$28,880	\$24,499		85%	
301.03-12	Overall Work Program	\$38,442	\$84,434		220%	This work element was clearly underbudgeted. In FY 2012 there were two unanticipated OWP revisions processed, and more work than anticipated verifying and documenting in-kind match for the Climate Change project (202.08-11)
301.04-12	Support for Citizen Advisory Committee & Additional Public Outreach	\$55,958	\$53,599		96%	
301.05-12	Single Audit	\$28,050	\$31,012		111%	
301.08-12	Disadvantaged Business Enterprise Program	\$5,772	\$1,919		33%	
301.09-12	Professional Development	\$10,856	\$15,560		143%	
301.10-12	Computer & Network Maintenance	\$3,134	\$480		15%	
301.13-12	Census Planning	\$6,939	\$11,012		159%	With the release of the Census 2010 data, it was expected that staff would spend considerable time on this work element. The budget for the year was kept modest in recognition of a build-up of funds in previous fiscal years.
301.14-12	Federal Planning Requirements	\$8,798	\$7,290		83%	
301.15-12	Travel Demand Forecasting Model	\$11,014	\$18,187		165%	This work element is notoriously difficult to budget for as the amount of work required by staff is a function of the amount of requests OahuMPO receives from outside agencies.
301.16-12	Oahu Regional Transportation Plan	\$42,269	\$87,643		207%	The ramp-up for preparation of the next ORTP consumed considerable staff time. However, OahuMPO does maintain a significant balance of funds from previous fiscal years for this work element.
301.17-12	Transportation Improvement Program	\$83,761	\$58,498		70%	
302.01-12	Overhead (Indirect Costs)	\$149,767	\$108,453		72%	
Total		\$724,971	\$673,222		93%	

OahuMPO Managed Projects

Series 200	Metropolitan Transportation Planning (Consultant Portions)	Total Budget	2012 Expenditure	Total Expenditure	% Total Budget Expended	Notes
203.01-12	Waianae Coast Access Alternatives Study	\$1,000,000	\$0	\$0	0%	This project was canceled by HDOT; local match was reallocated.
205.01-12	OahuMPO Planning Process Review	\$253,220	\$0	\$0	0%	The consultant was procured and the project was initiated in July 2012. No consultant invoices were paid prior to the end of the fiscal year.
205.02-12	OahuMPO Website Update & Electronic TIP & ORTP Development	\$100,000	\$0	\$0	0%	The consultant contract was finalized in October 2012, and the consultant's portion of the work element will be initiated in FY 2013.
301.05-12	Single Audit	\$22,000	\$19,000	\$19,000	86%	The FY 2011 audit was completed with no findings.
301.10-12	Computer & Network Maintenance	\$4,000	\$1,571	\$1,571	39%	OahuMPO maintains a computer service contract with a local vendor. Maintenance invoices began to be charged against this account in April 2012.
301.15-12	Travel Demand Forecasting Model	\$119,005	\$0	\$0	0%	A portion of this funding earmark (\$20,000) is for operation of the travel demand model, as needed. The remainder (\$130,000) is intended to be "banked" and saved in anticipation of the next travel surveys and model refresh in approximately 2022.
201.11-10/11	Federal Planning Requirements	\$344,825	\$0	\$0	0%	This funding was set aside to conduct an evaluation of MAP-21 and develop changes to MPO processes and procedures as needed. No funds were expended in FY 2012.
202.08-11	Transportation Asset Climate Change Vulnerability Assessment	\$82,000	\$46,675	\$46,675	57%	The project was completed in FY 2012. The final consultant contract was for \$53,000. However, reimbursement of expenditures has taken much longer than expected as the local match was provided through in-kind services and it has taken some time to document and verify the value of those services.
202.63-11	Household Interview Travel Survey and Travel Demand Forecasting Model Refresh	\$1,000,000	\$563,160	\$644,670	64%	The visitor survey and the household travel survey were completed in FY 2012. OahuMPO awaits final documentation of the survey results, and the beginning of the model refresh based on the new surveys.
202.06-09	Oahu Regional Transportation Plan	\$1,000,000	\$117,640	\$1,000,000	100%	The ORTP 2035 was approved in April 2011. The consultant project manager left and was replaced soon thereafter. Final deliverables and billings continued to trickle in to OahuMPO through the remainder of the fiscal year. The project was completed and closed out in FY 2012.
201.50-05	Land Use Model Enhancement and Demonstration	\$250,000	\$79,011	\$145,223	58%	Project was severely delayed initially, but is now expected to be completed and closed-out in FY 2013.
Total		\$4,175,050	\$827,057	\$1,857,139	44%	

OahuMPO Pass-Through Project Grants

Series 200	2011 Pass-Through Projects	Total Award	2012 Expenditure	Total Expenditure	% Total Budget Expended	Notes
201.01-12	Traffic Signal Prioritization Methodology	\$192,153	\$0		0%	Project has not yet been initiated.
206.01-12	Emergency Evacuation Plan	\$500,000	\$0		0%	Consultant has been selected. Project kick-off is underway.
Series 200	Active Pass-Through Projects Programmed in Previous Years	Total Award	2012 Expenditure	Total Expenditure	% Total Budget Expended	Notes
203.82-11	Separate Left-Turn Phase Alternatives Study	\$118,130	\$0	\$433	0%	Consultant has been selected and is collecting existing conditions and historical data.
203.83-11	Village Park-Kupuna Loop Sub-Area Corridor Study	\$171,531	\$0	\$433	0%	Consultant has been selected and is currently working on the Existing Traffic Operations Report.
202.84-11	Waikiki Transit Circulator Study	\$350,000	\$262,500	\$262,500	75%	Project is expected to be finalized December 2012.
206.21-11	Waterborne Transit: Ocean Pointe Marina Feasibility Study	\$158,154	\$0	\$0	0%	This project was canceled when the Ocean Pointe Developer chose to not open the marina to the ocean, as previously intended. Funding was de-obligated.
203.79-10	Honolulu Urban Core Parking Master Plan	\$730,158	\$26,498	\$581,027	80%	The original FY 2010 budget allocation was \$500,004. Since then, two scope and budget revisions have raised the total budget to \$730,158.
203.80-10	Makakilo Traffic Study	\$264,000	\$18,716	\$18,716	7%	Existing Traffic Operations Report is mostly completed. Consultant is currently working on preparing Mitigation Measures Report.
203.81-10	West Waikiki Traffic Study	\$264,000	\$75,994	\$75,994	29%	Existing Traffic Operations Report is mostly completed. Consultant is currently working on preparing Mitigation Measures Report.
201.66-09	Pedestrian Master Plan	\$1,636,100	\$136,186	\$1,357,487	83%	Final document is being prepared
203.75-09	Ewa Impact Fees for Traffic & Roadway Improvements Update Study	\$400,000	\$34,178	\$253,546	63%	A draft ordinance has been completed and distributed to Executive Committee members. It appears that comments may not be forthcoming until after the change of City administration in January 2013.
203.77-09	Short-Range Transit Service Operations Plan	\$640,000	\$10,747	\$540,344	84%	Project completion is pending director approval of the final drafts; once approval has been given the final reports will be printed and processed.
203.78-09	Transit Street Improvement Study & Demonstration	\$500,000	\$0	\$0	0%	The project manager is no longer with the City & County of Honolulu. The contract will expire on January 16, 2013. The project is currently on hold pending a proposed contract amendment. OahuMPO has still not received any invoices for this project.
201.65-07	Tantalus & Round Top Drive Boundary Identification Study	\$1,000,000	\$96,412	\$826,233	83%	Project was delayed by the need to coordinate with other City agencies regarding right-of-way boundaries.
Total		\$6,924,226	\$661,231	\$3,916,713	57%	

Grand Total		\$11,824,247	\$2,161,510	\$5,773,852	49%	
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Funding Balances for Work Elements

Each year, OahuMPO budgets funding for work elements for which staff is expected to be active. At the end of the fiscal year, any remaining unspent funds are rolled over into the next fiscal year and spent on an "oldest money first" basis. However, over time, there have been some work elements that have been chronically over-budgeted and the result has been a build-up of funding balances.

The chart on the next page shows existing funding balances for some of these work elements by the year in which the funding was first obligated and shows the total remaining balance for each work element. The last column of the chart compares the remaining balance for the work element with the average expenditure for the work element over the past two years, and expresses the difference in terms of the number of months of average funding that remain for each work element. For example, for work element (WE) 301.02 – General Technical Assistance and Planning Support – OahuMPO has spent, on average, about \$2,100 per month over the last two years. However, the existing funding balance is \$73,315 in Federal funds – enough to fund the work element for the next 43 months without any additional allocation of funds.

Having some positive funding balances is a good thing. It provides staff with the flexibility to work on those work elements that require their attention the most without worrying about running out of funding. However, a balance that is too high is wasteful and could result in limited resources being allocated to a work element that does not need them at the expense of other work elements that may be underfunded. With the development of the FYs 2014-2015 OWP, OahuMPO will intentionally underfund some work elements in order to spend down excessive balances where they exist.

Work Element Federal Funding Balances										
		Year of Original Obligation								
WE #	Work Element Title	2007	2008	2009	2010	2011	2012	Total	Avg Monthly Expend	Months of Reserves
301.01	Program Support & Administration					\$71,481	\$109,735	\$181,216	\$12,706	17.8
301.02	General Tech Assistance & Planning Support				\$11,167	\$6,394	\$23,104	\$40,665	\$2,109	24.1
301.03	Overall Work Program			\$9,990	\$56,880	\$25,662	\$30,754	\$123,286	\$7,014	22.0
	OWP (Other Agencies)					\$11,200		\$11,200		
301.04	Support for Citizen Advisory Committee			\$8,859	\$65,520	\$58,880	\$44,766	\$178,025	\$4,895	45.5
301.05	Audit (Staff)					\$9,225	\$22,440	\$31,665	\$2,984	13.3
	Audit (Other Agencies)					\$2,400	\$17,000	\$19,400		
301.08	Disadvantaged Business Enterprise				\$8,720	\$6,720	\$4,618	\$20,058	\$258	97.1
301.09	Professional Development						\$151	\$151	\$1,297	0.1
301.10	Computer & Network Maintenance (Staff)						\$123	\$123	\$40	3.8
	Computer & Network Maintenance (Consultant)						\$1,943	\$1,943		
301.13	Census Data				\$8,720	\$4,960	\$5,551	\$19,231	\$1,005	23.9
	Census Data (Other Agencies)				\$12,000	\$12,000		\$24,000		
301.14	Federal Planning Requirements (Staff)	\$394	\$55,200	\$29,680	\$38,080	\$16,497	\$3,789	\$143,640	\$729	246.3
	Federal Planning Requirements (Consultants)				\$40,660	\$235,200		\$275,860		
301.15	Travel Demand Forecasting Model (Staff)			\$26,001	\$15,600	\$19,200	\$104,014	\$164,815	\$1,487	138.5
301.16	Oahu Regional Transportation Plan (Staff)				\$12,218	\$90,080	\$33,816	\$136,114	\$7,346	23.2
	ORTP (Other Agencies)				\$12,000	\$16,000	\$9,437	\$37,437		
301.17	Transportation Improvement Program					\$6,461	\$67,009	\$73,470	\$6,017	15.3
	TIP (Other Agencies)				\$12,790	\$12,800		\$25,590		
302.01	Overhead						\$33,052	\$33,052	\$9,038	4.6
	Total	\$394	\$55,200	\$74,529	\$294,355	\$605,159	\$511,302	\$1,540,939		

The Work Elements

The pages that follow provide the status of each work element in more detail than the table on the previous page. OahuMPO's internal and managed projects are listed first, ahead of externally-managed projects. The reports include more details for both the tasks completed and the financial disposition of the work element.

The reader is reminded that this report is intended to be programmatic in nature. Its purpose is to represent how effectively and to what extent the MPO was able to implement the FY 2012 OWP. It does not necessarily present a complete financial accounting picture. For example, work element 301.01 – Program Support and Administration – is programmed every year. The FTA funds that were expended in FY 2012 for this work element were actually budgeted in FY 2009, 2010, and 2011 obligation, which still had outstanding positive balances at the beginning of FY 2012. However, these accounting details are excluded from this report to minimize confusion for the reader and appropriately emphasize the work that was accomplished in FY 2012. OahuMPO does annually prepare accounting documents to track funds more precisely, and provides those documents to the appropriate federal oversight agency.

In those cases where a negative balance is reported (e.g., work elements 301.01, 301.02, and 301.03), the additional resources needed came from previous years' obligations. The only exception is work element 301.09-12 – Professional Development – which was a brand new work element in FY 2012. In that case, the OahuMPO Financial Specialist worked with HDOT and FTA grant specialists to identify and reallocate funds from some older grants to cover the overage. For those work elements that have a FY 2012 positive balance, the remaining funds will be available for future expenditure.

OahuMPO's standard process is to spend the oldest obligated dollars first. Federal Highway Administration (FHWA) planning (PL) dollars remain indefinitely obligated, while FTA 5303 funds expire three years after obligation.

201.50-05/09/12: Land Use Model Enhancement and Demonstration

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	3/2011	5/2011	Project management and administration	100%	\$16,854
2	10/2010	5/2011	On-site initial consultation	100%	\$28,598
3	3/2011	5/2011	System-level design re-specification	100%	\$14,278
4	4/2011		Conversion to UrbanSim 4.x software	60%	\$18,798
5	7/2011	6/2012	Sub-model specification, estimation, and calibration	100%	\$37,722
6	9/2011	6/2012	Validation	100%	\$32,496
7	10/2011		Application scenario demonstration		
8	12/2011		Documentation and training	20%	\$4,120

Progress, Issues, and Discussion:

This project was turned over to MPO staff in 2009 after no progress had been made for four years. Work element 201.39-04 – Land Use File Update System – was intended to develop the database needed for this project. Therefore, this project did not begin until WE 201.39-04 was substantially completed. NTP was provided to the contractor in late September 2009. The project has been plagued by technical difficulties and the loss of a key staff member for the consultant. However, progress continues to be made.

As of the end of FFY 2012, the land-use model has been substantially completed. The consultant conducted a two-day on site workshop with OahuMPO staff, as well as staff from Department of Planning and Permitting (DPP), DTS, and HDOT, to demonstrate the model and discuss how it works. OahuMPO has been having technical difficulties in getting the model to operate on its computers, and has been working with the consultant to resolve the issues. The model will not operate on DPP's computers due to the age of the computers, and discussions are underway as to how DPP will have access to the model through OahuMPO. This project is expected to be completed in FFY 2013.

FFY 2012 Financial Summary (Cumulative)				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed (FY 2005)	\$200,000	\$0	\$160,000	\$40,000
Contract Services Funding Expended (Through FY 2012)	\$145,223	\$0	\$116,178	\$29,045
Contract Services Funding Balance	\$54,777	\$0	\$43,822	\$10,955
Staff Labor Costs				
Staff Labor Funding Programmed (FYs 2009 + 2012)	\$69,028	\$0	\$55,222	\$13,806
Staff Labor Funding Expended (Through FY 2012)	\$20,374	\$0	\$16,299	\$4,075
Staff Labor Funding Balance	\$47,870	\$0	\$38,296	\$9,574
Total				
Total Funding Programmed	\$269,028	\$0	\$215,222	\$53,806
Total Funding Expended	\$165,597	\$0	\$132,478	\$33,119
Total Funding Balance	\$103,431	\$0	\$82,745	\$20,686

202.36-09: Selection of Transportation Enhancement (TE) Projects for Oahu

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	Ongoing	Suspended	OahuMPO issues call for TE projects on Oahu		
2	Ongoing	Suspended	OahuMPO, HDOT, and DTS, in consultation with FHWA, to determine the eligibility of the submitted projects		
3	Ongoing	Suspended	OahuMPO to form an evaluation panel to evaluate each eligible TE activity and develop a draft TE list		
4	Ongoing	Suspended	OahuMPO to follow the public involvement procedures outlined in the OahuMPO Participation Plan (OPP) to solicit comments on the draft TE list		
5	Ongoing	Suspended	TAC and CAC to review and comment on the draft TE list		
6	Ongoing	Suspended	The Policy Committee to finalize the prioritization list of TE projects		

Progress, Issues, and Discussion:

The work element was suspended due to the fact that the Leeward Bikepath will be the primary TE project for the island until its completion. The \$290 spent on this work element in FFY 2012 was for research into the status of the program. With the passage of MAP-21, the TE program has been eliminated and replaced by the TAP, in which the MPO is expected to play a role. The funding for this work element will be de-obligated in FFY 2013, and replaced by a TAP work element in the FFYs 2014-2015 OWP.

FFY 2012 Financial Summary (Cumulative)				
Contract Services	Total	FTA 5303	FHWA	Local
Contract Services Funding Programmed	\$0	\$0	\$0	\$0
Contract Services Funding Expended	\$0	\$0	\$0	\$0
Contract Services Funding Balance	\$0	\$0	\$0	\$0
Staff Labor Costs				
Staff Labor Funding Programmed (FY 2009)	\$20,300	\$15,225	\$0	\$5,075
Staff Labor Funding Expended (FYs 2009-2012)	\$3,241	\$2,431	\$0	\$810
Staff Labor Funding Balance	\$17,059	\$12,794	\$0	\$4,265
Total				
Total Funding Programmed	\$20,300	\$15,225	\$0	\$5,075
Total Funding Expended	\$3,241	\$2,431	\$0	\$810
Total Funding Balance	\$17,059	\$12,794	\$0	\$4,265

202.63-11/12: Household Interview Travel Survey and Travel Demand Forecasting Model Refresh

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	1/2011	12/2011	Work plan and schedule	100%	\$19,600
2	3/2011	10/2011	Survey design and sampling plan	100%	\$15,200
3	4/2011	10/2011	Develop survey instruments and travel diary	100%	\$23,100
4	4/2011	9/2011	Interview training manual	100%	\$11,900
5	9/2011		Conduct and evaluate pre-test	63%	\$54,600
6	1/2012	8/2012	Conduct and evaluate Oahu Household Interview Travel Survey	100%	\$428,300
7	1/2012		Data processing and verification	33%	\$9,500
8	2/2012		Prepare final report and data files		
9	7/2011	8/2012	Visitor travel survey	100%	\$116,900
10			Network and zone development		
11			Survey data coding and analysis		
12			Auto ownership		
13			Trip generation		
14			Trip distribution		
15			Mode choice		
16			Time of day factoring and assignment		
17			University model		
18			Visitor model		
19			Overall validation		
20			Final model documentation and training		

Progress, Issues, and Discussion:

The consultant was put under contract in December 2010.

OahuMPO staff coordinated with the consultant and sub-contractors regarding the development of survey instruments for the visitor and resident surveys, assembled special market information, and solicited data from those special market entities (e.g., schools, hospitals, etc.). Developing the lists of special market trip generators (e.g., schools, hospitals, military installations, etc.), verifying their contact information, and soliciting key data from them took considerable OahuMPO staff time. By the end of FFY 2011, the entire staff budget had been expended. Additional staff resources were allocated in the FY 2012 OWP so that the entire project can be completed.

The consultant collected visitor survey information from about 750 airline passengers at the Honolulu International Airport. The collection of travel diary information from a just over 4,000 households was also completed. The survey instrument has been reviewed by the OahuMPO Technical Advisory Committee (TAC), which provided many constructive comments. The consultant developed multiple drafts of the recruitment and retrieval questionnaires, developed training manuals, and trained interviewers on all survey materials. The consultant also developed progress reports as the household and visitor surveys were being conducted.

The contract started later than anticipated due to contracting issues. The consultant agreed to an aggressive schedule to make up for the delay, but ran into telephone, mailing, and computer problems during the pre-test of the household survey. These challenges were largely resolved.

As of the end of FFY 2012, the household and visitor surveys have been completed and OahuMPO is awaiting the final documentation of their results.

The project website is located here: <http://www.oahutravelsurvey.com/>

FFY 2012 Financial Summary (Cumulative)				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed (FY 2011)	\$1,000,000 ¹	\$0	\$800,000	\$200,000
Contract Services Funding Expended	\$644,670	\$0	\$515,736	\$128,934
Contract Services Funding Balance	\$355,330	\$0	\$284,264	\$71,066
Staff Labor Costs				
Staff Labor Funding Programmed (FYs 2011 + 2012)	\$53,798 ²	\$0	\$43,038	\$10,760
Staff Labor Funding Expended	\$40,449	\$0	\$32,359	\$8,090
Staff Labor Funding Balance	\$13,349	\$0	\$10,679	\$2,670
Total				
Total Funding Programmed	\$1,053,798	\$0	\$843,038	\$210,760
Total Funding Expended	\$685,119	\$0	\$548,095	\$137,024
Total Funding Balance	\$368,679	\$0	\$294,943	\$73,736

¹ Final contract amount was \$995,400

² The initial FY 2011 staff budget was \$24,600. An additional \$29,198 for staff time was programmed in FY 2012

203.01-12: Waianae Coast Access Alternatives Study

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1		Canceled	Procure and manage consultant services		
2		Canceled	Research and evaluate previous planning studies		
3		Canceled	Identify alternatives		
4		Canceled	Evaluate technical feasibility		
5		Canceled	Evaluate social acceptability		
6		Canceled	Evaluate environmental sensitivity		
7		Canceled	Evaluate economic viability		
8		Canceled	Develop consensus on preferred alternative		
9		Canceled	Complete planning document		

Progress, Issues, and Discussion:

This project was canceled by HDOT. Federal funds were never obligated.

FFY 2012 Financial Summary				
Contract Services	Total	HI031	FHWA-PL	Local
Contract Services Funding Programmed	\$1,000,000	\$400,590	\$399,410	\$200,000
Contract Services Funding Expended	\$0	\$0	\$0	\$0
Contract Services Funding Balance	\$0	\$0	\$0	\$0
Staff Labor Costs				
Staff Labor Funding Programmed	\$10,708	\$0	\$8,567	\$2,141
Staff Labor Funding Expended	\$0	\$0	\$0	\$0
Staff Labor Funding Balance	\$0	\$0	\$0	\$0
Total				
Total Funding Programmed	\$1,010,708	\$400,590	\$407,977	\$202,141
Total Funding Expended	\$0	\$0	\$0	\$0
Total Funding Balance	\$0	\$0	\$0	\$0

205.01-12: OahuMPO Planning Process Review

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	4/2012	4/2012	Procure consultant services	100%	\$7,000
2	5/2012	5/2012	Work plan and schedule	100%	\$0 ³
3	7/2012		Data gathering and review existing conditions	90%	
4	7/2012		Interview partner and potential partner agencies	15%	
5	8/2012		Review best practices of other MPOs		
6	9/2012		Visioning		
7	12/2012		Implementation review		
8	12/2012		Recommendations		

Progress, Issues, and Discussion:

OahuMPO secured a consulting firm for the project; the project kick-off was held in April 2012. Following that, the consultant conducted individual interviews with OahuMPO staff members and began to schedule and hold interviews with other stakeholders, such as members of the TAC, the Citizen Advisory Committee (CAC), the Policy Committee, and relevant Federal agencies. At the end of the fiscal year, those interviews were underway.

No major issues have been encountered so far. The biggest issue has been how best to document individual opinions about OahuMPO and how it operates, while making it clear that those opinions are not necessarily factually correct. Also, different people have had different opinions about OahuMPO that are contradictory to each other. It is our desire to present all of the feedback we receive, but to do it in a way that does not confuse the reader.

OahuMPO is still waiting for the final Federal Certification Review document from July 2011, and will work the recommendations from that document into this process.

This project is expected to be completed in FFY 2013.

FFY 2012 Financial Summary				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed	\$253,220	\$0	\$202,576	\$50,644
Contract Services Funding Expended	\$0	\$0	\$0	\$0
Contract Services Funding Balance	\$253,220	\$0	\$202,576	\$50,644
Staff Labor Costs				
Staff Labor Funding Programmed	\$35,548	\$0	\$28,438	\$7,110
Staff Labor Funding Expended	\$8,542	\$0	\$6,834	\$1,708
Staff Labor Funding Balance	\$27,006	\$0	\$21,604	\$5,402
Total				
Total Funding Programmed	\$288,768	\$0	\$231,014	\$57,754
Total Funding Expended	\$8,542	\$0	\$6,834	\$1,708
Total Funding Balance	\$280,226	\$0	\$224,180	\$56,046

³ Consultant invoices have been received, but as of the printing of this document, no Federal reimbursement claims have been paid.

205.02-12: OahuMPO Website Update & Electronic TIP & ORTP Development

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	10/2011		Procure consultant services	80%	
2	11/2011		Survey existing websites (for ideas, inspiration, limitations, what works, and what does not work)	50%	
3	11/2011		Solicit input (including public, CAC, TAC, and OahuMPO staff) regarding existing website performance		
4	11/2011		Develop criteria for new website functionality		
5	11/2011		Coordinate OahuMPO functionality criteria with technical feasibility form consultant (rectify what is possible with what is not possible)		
6	2/2012		Design new website (graphics, structure, page content, layouts, etc.)		
7	5/2012		Build website, input pages, write code		
8	6/2012		Deploy, on a test link, new website for review and debugging		
9	6/2012		Deploy final website		

Progress, Issues, and Discussion:

During FY 2012, OahuMPO staff developed and issued a Request for Proposals from consulting firms, reviewed and evaluated those proposals, and selected a preferred consultant. As the fiscal year came to an end, the contracting process for that consultant was still underway. This project is expected to be completed in FFY 2013.

FFY 2012 Financial Summary				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed	\$100,000	\$0	\$80,000	\$20,000
Contract Services Funding Expended	\$0	\$0	\$0	\$0
Contract Services Funding Balance	\$100,000	\$0	\$80,000	\$20,000
Staff Labor Costs				
Staff Labor Funding Programmed	\$18,975	\$0	\$15,180	\$3,795
Staff Labor Funding Expended	\$4,374	\$0	\$3,499	\$875
Staff Labor Funding Balance	\$14,601	\$0	\$11,681	\$2,920
Total				
Total Funding Programmed	\$118,975	\$0	\$95,180	\$23,795
Total Funding Expended	\$4,374	\$0	3,499	\$875
Total Funding Balance	\$114,601	\$0	\$91,681	\$22,920

301.01-12: Program Support & Administration

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	Ongoing	Ongoing	OahuMPO to provide the administrative support necessary to serve the Policy Committee, TAC, and OahuMPO office	Ongoing	
2	Ongoing	Ongoing	OahuMPO Executive Director and/or staff to represent the OahuMPO at continuous, cooperative, and comprehensive (3-C) planning-related meetings, workshops, and conferences; and communicate with Federal representatives, as required	Ongoing	
3	N/A	N/A	OahuMPO to participate in Federal certification review-related efforts	N/A	
4	Ongoing	Ongoing	OahuMPO to coordinate the 3-C transportation planning process with the OahuMPO's participating agencies	Ongoing	
5	Ongoing	Ongoing	OahuMPO to manage and oversee selected work elements and assist agencies with project management services	Ongoing	
6	Ongoing	Ongoing	OahuMPO to provide the necessary grant support functions	Ongoing	
7	Ongoing	Ongoing	OahuMPO to review, modify, or add administrative procedures and documents to reflect current needs and policies	Ongoing	

Progress, Issues, and Discussion:

Staff prepared for and held three Policy Committee meetings, three Executive Committee meetings, and five TAC meetings. A variety of additional meetings were held to coordinate transportation planning efforts between partner agencies.

Staff prepared for and attended weekly staff meetings to coordinate inter-agency work effort. The agency prepared and submitted FHWA and FTA grant applications for FFY 2013. Staff completed the FY 2011 Annual Report to FHWA, FTA, and also distributed it to participating agencies. Staff collaborated with the Department of Accounting & General Services (DAGS) on the renegotiation of the office space lease renewal, which was finalized in November 2011. The annual inventory report was verified and submitted to DAGS. Some old equipment was disposed of according to State rules. The minutes of Neighborhood Meetings were monitored for issues relative to OahuMPO. All staff participated in annual performance reviews by the Executive Director.

Information on the OahuMPO, its committees, and staff can be found on its website:

<http://www.oahumpo.org/>

FFY 2012 Financial Summary				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed	\$0	\$0	\$0	\$0
Contract Services Funding Expended	\$0	\$0	\$0	\$0
Contract Services Funding Balance	\$0	\$0	\$0	\$0
Staff Labor Costs				
Staff Labor Funding Programmed	\$137,169	\$49,664	\$60,071	\$27,434
Staff Labor Funding Expended	\$126,797	\$101,438	\$0	\$25,359
Staff Labor Funding Balance	\$10,372	(\$51,774) ⁴	\$60,071	\$2,075
Total				
Total Funding Programmed	\$137,169	\$49,664	\$60,071	\$27,434
Total Funding Expended	\$126,797	\$101,438	\$0	\$25,359
Total Funding Balance	\$10,372	(\$51,774)	\$60,071	\$2,075

⁴ Negative spending in FY 2012 indicates spending down of reserves from previous years

301.02-12: Planning Resource & Support for Other Agencies

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	Ongoing	Ongoing	OahuMPO Executive Director and/or staff to represent the OahuMPO on appropriate transportation-related organizations and committees	Ongoing	
2	Ongoing	Ongoing	OahuMPO to submit appropriate testimonies, documents, and responses to the City Council and the State Legislature	Ongoing	
3	Ongoing	Ongoing	OahuMPO to review the transportation planning aspects of transportation reports and materials for agencies and organizations	Ongoing	
4	Ongoing	Ongoing	OahuMPO to provide transportation presentations, materials, and information to organizations and the public	Ongoing	
5	Ongoing	Ongoing	OahuMPO to participate in the State, City, and private sector transportation planning activities, such as preliminary review of public/private cost-sharing alternatives for transportation services and facility improvements which directly benefit private developments	Ongoing	

Progress, Issues, and Discussion:

Staff attended meetings of the Honolulu Authority for Rapid Transportation (HART) Board of Directors' meetings, as able, to ensure interagency coordination. They also participated in an ad-hoc working group, investigating strategies for reducing vehicle miles traveled (VMT). Planning staff reviewed and commented on various development proposals by private developers, as requested by DPP. The Executive Director attended meetings of the City & County of Honolulu's Transportation, Budget, and other Committees as appropriate and as able. Staff attended a coordination meeting with the National Park Service regarding potential growth of the Valor in the Pacific WWII National Monument, and participated in the technical committee for HDOT's Urban Area Boundary and Functional Classification Update project.

Staff made a concerted effort to improve communications and coordination with military community liaison officers to better understand relevant issues and improve interagency cooperation. They similarly attempted to improve coordination and communication with the Hawaii Community Development Authority, attending several planning meetings regarding Transit-Oriented Development, urban in-fill, and Complete Streets.

The Executive Director also met with a representative of the State Historic Preservation Department, the new HART Executive Director, and attended a meeting to discuss the potential of the formation of an MPO on Maui.

The Community Planner served as liaison with the Committee for Accessible Transportation and the State's Scenic Byways Advisory Committee.

FFY 2012 Financial Summary				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed	\$0	\$0	\$0	\$0
Contract Services Funding Expended	\$0	\$0	\$0	\$0
Contract Services Funding Balance	\$0	\$0	\$0	\$0
Staff Labor Costs				
Staff Labor Funding Programmed	\$21,904	\$17,523	\$0	\$4,381
Staff Labor Funding Expended	\$24,499	\$19,599	\$0	\$4,900
Staff Labor Funding Balance	(\$2,595) ⁵	(\$2,076)	\$0	(\$519)
Total				
Total Funding Programmed	\$21,904	\$17,523	\$0	\$4,381
Total Funding Expended	\$24,499	\$19,599	\$0	\$4,900
Total Funding Balance	(\$2,595)	(\$2,076)	\$0	(\$519)

⁵ Negative spending in FY 2012 indicates spending down of reserves from previous years.

301.03-12: Overall Work Program

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	Ongoing	Ongoing	State and City agencies and the OahuMPO to identify planning needs, approaches, and funding requirements for the FYs 2013-2014 OWP	Ongoing	
2	Ongoing	Ongoing	OahuMPO to follow the strategies and procedures outlined in the Participation Plan in the development and revision of the OWP	Ongoing	
3	Ongoing	Ongoing	OahuMPO to evaluate compliance with the Title VI/Environmental Justice (T6/EJ) Federal regulations	Ongoing	
4	Ongoing	Ongoing	OahuMPO to obtain and coordinate the necessary approvals for the OWP and any subsequent revisions	Ongoing	
5	Ongoing	Ongoing	OahuMPO to provide the necessary support and coordination for OWP work elements	Ongoing	
6	Ongoing	Ongoing	OahuMPO and its participating agencies to monitor and document progress of all OWP activities	Ongoing	
7	Ongoing	Ongoing	OahuMPO to revise the OWP, as necessary	Ongoing	

Progress, Issues, and Discussion:

The FYs 2013-2014 OWP was completed, approved, and distributed.

There were two minor revisions to the FYs 2013-2014 OWP processed during the fiscal year, along with one revision to the FY 2012 OWP. Staff also completed a draft update to the OWP development process and procedures manual. The updates were not approved during the fiscal year.

Staff also coordinated and facilitated early involvement by the CAC in the OWP development process.

The Senior Planner reviewed and commented on the draft T6/EJ compliance reports for the OWP revisions, the annual compliance report, and the triennial compliance report, as composed by the Data Specialist.

All staff prepared status reports for the various work elements for which they charged time to.

The Financial Specialist submitted FY 2013 grant applications to FHWA and FTA, closed out grants as needed, reviewed and processes requests for reimbursement from participating agencies.

The Planning Program Coordinator conducted OWP procedures compliance training for participating agencies, reviewed participating agency project status reports, and resolved any issues related to reimbursement requests.

The current OWP can be found here: <http://www.oahumpo.org/programs/owpcurrent.html>

FFY 2012 Financial Summary				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed	\$0	\$0	\$0	\$0
Contract Services Funding Expended	\$0	\$0	\$0	\$0
Contract Services Funding Balance	\$0	\$0	\$0	\$0
Staff Labor Costs				
Staff Labor Funding Programmed	\$38,442	\$22,607	\$8,147	\$7,688
Staff Labor Funding Expended	\$84,434	\$67,547	\$0	\$16,887
Staff Labor Funding Balance	(\$45,992)	(\$44,940)	\$8,147	(\$9,199)
Total				
Total Funding Programmed	\$38,442	\$22,607	\$8,147	\$7,688
Total Funding Expended	\$84,434	\$67,547	\$0	\$16,887
Total Funding Balance	(\$45,992)	(\$44,940)	\$8,147	(\$9,199)

301.04-12: Support for Citizen Advisory Committee & Additional Public Outreach

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	Ongoing	Ongoing	OahuMPO to coordinate, facilitate, and attend committee and subcommittee meetings, and provide available technical and staff support for the CAC and subcommittees	Ongoing	
2	Ongoing	Ongoing	OahuMPO to provide effective coordination with other citizen groups on Oahu concerned with transportation planning – such as the Committee on Accessible Transportation, neighborhood boards, area-wide planning forums, and transportation management associations	Ongoing	
3	Ongoing	Ongoing	OahuMPO to coordinate the CAC's participation in the timely review of activities identified in the public involvement program	Ongoing	
4	Ongoing	Ongoing	OahuMPO to review and update, if appropriate, the OahuMPO's Participation Plan	Ongoing	
5	Ongoing	Ongoing	OahuMPO to brief new and interested members and organizations on the metropolitan planning process	Ongoing	
6	Ongoing	Ongoing	OahuMPO to maintain a mailing list of CAC members organizations that represent traditionally underserved populations, government and private agencies, and others interested in transportation-related issues	Ongoing	
7	Ongoing	Ongoing	OahuMPO to maintain the OahuMPO website, Facebook wall, and Twitter for information dissemination, as well as its use as a critical component of the OahuMPO's public outreach	Ongoing	
8	Ongoing	Ongoing	OahuMPO to provide services, when possible and as needed, to those who require and request special assistance at OahuMPO public meetings (e.g., sign-language interpreter, etc.)	Ongoing	
9	Ongoing	Ongoing	OahuMPO to use the list of organizations that represent traditionally underserved populations and affected agencies when disseminating information to the public for OahuMPO plans and programs	Ongoing	
10	Ongoing	Ongoing	OahuMPO to identify, measure, and evaluate trends, as needed, for compliance for T6/EJ regulations	Ongoing	

Progress, Issues, and Discussion:

Staff scheduled, coordinated, and held twelve meetings of the CAC. Meeting attendance was monitored and Committee membership was updated as appropriate. Additionally, a subcommittee related to public involvement during the development of the ORTP was formed and met. The CAC also formed and convened, for the first time, an issues investigation subcommittee to explore development of a Complete Streets checklist for planning and Transportation Improvement Program (TIP) projects that are considered by the CAC.

The CAC welcomed one new member organizations during the fiscal year; and one organization lost its membership due to lack of attendance.

More information on the CAC can be found here: <http://www.oahumpo.org/citizen/cac.html>

FFY 2012 Financial Summary				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed	\$0	\$0	\$0	\$0
Contract Services Funding Expended	\$0	\$0	\$0	\$0
Contract Services Funding Balance	\$0	\$0	\$0	\$0
Staff Labor Costs				
Staff Labor Funding Programmed	\$55,958	\$44,766	\$0	\$11,192
Staff Labor Funding Expended	\$53,599	\$42,879	\$0	\$10,720
Staff Labor Funding Balance	\$2,359	\$1,887	\$0	\$472
Total				
Total Funding Programmed	\$55,958	\$44,766	\$0	\$11,192
Total Funding Expended	\$53,599	\$42,879	\$0	\$10,720
Total Funding Balance	\$2,359	\$1,887	\$0	\$472

301.05-12: Single Audit

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	Ongoing	3/2012	State Office of the Auditor's consultant to audit the OahuMPO and its subgrantees, consistent with Office of Management and Budget (OMB) Circular A-133 requirements and in accordance with generally accepted accounting principles as prescribed by the American Institute of Certified Public Accountants, and Government Auditing Standards issued by the Comptroller General of the United States.	100%	\$19,000
2	Ongoing	Ongoing	OahuMPO to identify and review guidance and resources required to maintain Federal grant programs	Ongoing	
3	Ongoing	Ongoing	OahuMPO to provide the necessary administrative and liaison support	Ongoing	
4	Ongoing	Ongoing	OahuMPO to monitor ongoing programs from its participating agencies and provide information necessary for the financial review	Ongoing	
5	Ongoing	Ongoing	OahuMPO to prepare and maintain records and grants suitable for audit	Ongoing	
6	Ongoing	Ongoing	OahuMPO to comply with Federal financial management and reporting requirements	Ongoing	
7	Ongoing	3/2012	Office of the Auditor to coordinate the performance of the audit. Consultant will submit any drafts of findings and recommendations and financial statements directly to the Office of the Auditor. Progress billings from the consultant will be invoiced to the Office of the Auditor and paid out of its Audit Revolving Fund. Office of the Auditor will then request reimbursement from the OahuMPO	100%	

Progress, Issues, and Discussion:

The audit for FY 2011 was completed with no findings. OahuMPO staff assisted the independent auditor throughout the process. In addition, the OahuMPO Financial Specialist works year-round with staff from the State and City and County of Honolulu to ensure that the OahuMPO's financial records are accurate and complete.

A copy of the FY 2011 audit can be found here: <http://www.oahumpo.org/reports/audit.html>

FFY 2012 Financial Summary				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed	\$22,000	\$17,600	\$0	\$4,400
Contract Services Funding Expended	\$19,000	\$15,200	\$0	\$3,800
Contract Services Funding Balance	\$3,000	\$2,400	\$0	\$600
Staff Labor Costs				
Staff Labor Funding Programmed	\$28,050	\$22,440	\$0	\$5,610
Staff Labor Funding Expended	\$31,012	\$24,810	\$0	\$6,202
Staff Labor Funding Balance	(\$2,962)	(\$2,370)	\$0	(\$592)
Total				
Total Funding Programmed	\$50,050	\$40,040	\$0	\$10,010
Total Funding Expended	\$50,012	\$40,010	\$0	\$10,002
Total Funding Balance	\$38	\$30	\$0	\$8

301.08-12: Disadvantaged Business Enterprise Program

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	Ongoing	Ongoing	OahuMPO to identify potential Disadvantaged Business Enterprise (DBE) firms and encourage them to apply for HDOT DBE certification	Ongoing	
2	Ongoing	Ongoing	OahuMPO will adopt a 100% race-neutral DBE goal until a disparity study has been completed by HDOT. If this study indicates that there is evidence of discrimination in Hawaii, race-conscious DBE goals may be set in future contracts	Ongoing	
3	Ongoing	Ongoing	OahuMPO to monitor all payments made to consultants to ensure that DBE participation is reflected on all invoices submitted	Ongoing	
4	Ongoing	Ongoing	OahuMPO to document DBE activities to FTA and FHWA through the HDOT	Ongoing	
5	Ongoing	Ongoing	OahuMPO to develop annual DBE goals	Ongoing	
6	Ongoing	Ongoing	OahuMPO to attend semi-annual DBE coordinators meetings sponsored by the HDOT	Ongoing	

Progress, Issues, and Discussion:

OahuMPO submitted a DBE Triennial Goal to HDOT on 6/4/2010. Effective October 1, 2010, OahuMPO established an overall goal of 12.79% of Federal financial assistance that will be expended in HDOT-assisted contracts. This goal was re-evaluated in FY 2012, but no revision was recommended.

A disparity study was completed by HDOT that indicated no evidence of discrimination in Hawaii based on race (http://www.oahumpo.org/reports/partner_reports.html). However, a decision was made to switch to a race-conscious process. Because of Hawaii's relatively high concentration of Asian people, it was decided to remove Asians from the race-conscious process. OahuMPO currently awaits further implementation guidance from HDOT.

The DBE program was also expanded to include another element in the overall goal: fostering small business participation⁶. OahuMPO's Request-for-Proposals template was revised to include small business participation goals.

There are a very limited number of DBE-certified vendors to supply planning-related services and no certified vendors that provide office supplies or furnishings. OahuMPO continues to search for DBE opportunities, but they are limited. In the case of planning-related service providers, OahuMPO staff has heard anecdotally that both the DBE application process and the Federal and State's compliance requirements are burdensome barriers for small firms and are preventing some qualified firms from even applying for DBE status. It is a stated goal of the State and Federal governments to provide opportunities for disadvantaged firms, but the application process, as structured, may be keeping those disadvantaged firms from being considered in the procurement process. Further, there are some mainland firms with whom OahuMPO could work that are registered DBE's in their state of residence, but are not registered with HDOT. Establishing a DBE reciprocity standard could help expand the available number of DBE professional service providers.

OahuMPO encourages the State and Federal governments to review the DBE program to identify structural barriers to small and disadvantaged firms within the program and identify solutions to overcome those barriers.

⁶ 49 CFR 26.39

FFY 2012 Financial Summary				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed	\$0	\$0	\$0	\$0
Contract Services Funding Expended	\$0	\$0	\$0	\$0
Contract Services Funding Balance	\$0	\$0	\$0	\$0
Staff Labor Costs				
Staff Labor Funding Programmed	\$5,772	\$4,618	\$0	\$1,154
Staff Labor Funding Expended	\$1,919	\$1,535	\$0	\$384
Staff Labor Funding Balance	\$3,853	\$3,083	\$0	\$770
Total				
Total Funding Programmed	\$5,772	\$4,618	\$0	\$1,154
Total Funding Expended	\$1,919	\$1,535	\$0	\$384
Total Funding Balance	\$3,853	\$3,083	\$0	\$770

301.09-12: Professional Development

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	Ongoing	Ongoing	OahuMPO staff to attend conferences and workshops related to transportation issues and/or transportation planning	Ongoing	
2	Ongoing	Ongoing	OahuMPO staff to attend mandatory trainings, as required by State law, the City & County of Honolulu, or by the HDOT	Ongoing	

Progress, Issues, and Discussion:

In FY 2012, OahuMPO staff participated in the following professional development opportunities:

1. The American Planning Association Conference in Los Angeles
2. The Association of Metropolitan Planning Organizations conference in Dallas
3. A Transportation Research Board conference in Denver
4. A pavement management workshop held at the University of Hawaii at Manoa
5. The Asia Pacific Clean Energy Summit and Expo at the Hawaii Convention Center
6. The Hawaii Conservation Conference at the Hawaii Convention Center
7. Various State Procurement Office classes and webinars
8. Various other webinars on subjects such as Linking Planning and National Environmental Policy Act (NEPA), Pedestrian Safety, and Greenroads

FFY 2012 Financial Summary				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed	\$0	\$0	\$0	\$0
Contract Services Funding Expended	\$0	\$0	\$0	\$0
Contract Services Funding Balance	\$0	\$0	\$0	\$0
Staff Labor Costs				
Staff Labor Funding Programmed	\$10,856	\$8,684	\$0	\$2,172
Staff Labor Funding Expended	\$15,560	\$12,448	\$0	\$3,112
Staff Labor Funding Balance	(\$4,704) ⁷	(\$3,764)	\$0	(\$940)
Total				
Total Funding Programmed	\$10,856	\$8,684	\$0	\$2,172
Total Funding Expended	\$15,560	\$12,448	\$0	\$3,112
Total Funding Balance	(\$4,704)	(\$3,764)	\$0	(\$940)

⁷ In this case, because this is a new work element and there was not a surplus of funding from previous years, a portion of FTA grant HI-80-X016 (2008) was reallocated, in cooperation with HDOT and FTA, to cover the overage

301.10-12: Computer & Network Maintenance

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	Ongoing	Ongoing	Maintain individual computers to keep them virus-free and operating as efficiently as possible	Ongoing	
2	Ongoing	Ongoing	Maintain the office computer network to allow for file-sharing between OahuMPO staff members and to keep the office connected to email and internet service	Ongoing	

Progress, Issues, and Discussion:

OahuMPO currently maintains an annual contract with Intech Hawaii to service its computer network. These contract costs were billed to this account only from April 2012. Prior to April 2012, costs were billed to general overhead. In the future, the Financial Specialist will bill those costs to this account exclusively.

OahuMPO staff worked to keep the network and server in good working order by working closely with the Intech technicians, and replaced items in disrepair, such as battery backup unit for the server.

FFY 2012 Financial Summary				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed	\$4,000	\$3,200	\$0	\$800
Contract Services Funding Expended	\$1,571	\$1,257	\$0	\$314
Contract Services Funding Balance	\$2,429	\$1,943	\$0	\$486
Staff Labor Costs				
Staff Labor Funding Programmed	\$3,134	\$2,507	\$0	\$627
Staff Labor Funding Expended	\$480	\$384	\$0	\$96
Staff Labor Funding Balance	\$2,654	\$2,123	\$0	\$531
Total				
Total Funding Programmed	\$7,134	\$5,707	\$0	\$1,427
Total Funding Expended	\$2,051	\$1,641	\$0	\$410
Total Funding Balance	\$5,083	\$4,066	\$0	\$1,017

301.13-12: Census Data

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	Ongoing	Ongoing	Participate in the activities of the Hawaii State Data Center	Ongoing	
3	Ongoing	Ongoing	Review and analyze the 2010 census data	Ongoing	
4	Ongoing	Ongoing	Integrate the 2010 census data into the metropolitan transportation planning process	Ongoing	

Progress, Issues, and Discussion:

OahuMPO staff responded to requests from various government agencies for Census data. They also completed the annual report survey for the Hawaii State Data Center, and used 2010 Census block boundaries to redefine the traffic analysis zones used in the travel demand model. Additionally, they researched and aggregated American Community Survey data for Oahu.

2010 Census data for Oahu can be found here: <http://quickfacts.census.gov/qfd/states/15/15003.html>

FFY 2012 Financial Summary				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed	\$0	\$0	\$0	\$0
Contract Services Funding Expended	\$0	\$0	\$0	\$0
Contract Services Funding Balance	\$0	\$0	\$0	\$0
Staff Labor Costs				
Staff Labor Funding Programmed	\$6,939	\$5,551	\$0	\$1,388
Staff Labor Funding Expended	\$11,012	\$0	\$8,810	\$2,202
Staff Labor Funding Balance	(\$4,073)	\$5,551	(\$8,810) ⁸	(\$814)
Total				
Total Funding Programmed	\$6,939	\$5,551	\$0	\$1,388
Total Funding Expended	\$11,012	\$0	\$8,810	\$2,202
Total Funding Balance	(\$4,073)	\$5,551	(\$8,810)	(\$814)

⁸ Negative spending in FY 2012 indicates spending down of reserves from previous years

301.14-12: Federal Planning Requirements

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	Ongoing	Ongoing	OahuMPO will discuss local implementation of Federal planning regulations with its participating agencies and Federal officials.	Ongoing	
2	Ongoing	Ongoing	OahuMPO will review, modify, and/or establish procedures and guidelines for incorporating Federal planning requirements into the OahuMPO, State, and City plans, programs, and processes.	Ongoing	
3	Ongoing	Ongoing	OahuMPO will participate in and schedule workshops, training sessions, seminars, meetings, and presentations that promote a better understanding and implementation of the new Federal surface transportation authorization and related requirements.	Ongoing	
4	Ongoing	Ongoing	OahuMPO will implement metropolitan transportation planning requirements and develop and/or update applicable tools needed to implement these requirements.	Ongoing	
5	Ongoing	Ongoing	OahuMPO Executive Director and/or staff will represent the OahuMPO on task forces and committees, and /or at meetings to coordinate metropolitan transportation planning requirements, including those involving the Statewide transportation planning process.	Ongoing	
6	Ongoing	Ongoing	OahuMPO will review proposed Federal regulations, modifications, and additions as they affect metropolitan transportation planning requirements.	Ongoing	

Progress, Issues, and Discussion:

Surface transportation is funded at the Federal level through the Surface Transportation Authorization Act (STAA). On July 6, 2012, President Obama signed the newest STAA – MAP-21 – into law; it became effective October 1, 2012. MAP-21 is a two-year budget authorization, but also contains many new requirements of MPOs. OahuMPO staff spent time reviewing MAP-21, as well as attending various webinars, listening sessions, and other opportunities to learn more about how MAP-21 will impact OahuMPO operations.

The biggest change for MPO's is the requirement to move to performance-based planning, though OahuMPO had already begun to move in that direction (see the task related to the development of performance measures under work element 301.16-12). It is expected to take one to two years for MAP-21 to be codified in the federal regulations. OahuMPO is committed to continuing to work with its participating agencies and other stakeholders to fully implement MAP-21 metropolitan planning requirements. In the FY 2011 OWP, \$294,000 was budgeted for consultant services to assist in implementing the new requirements of the next STAA. Additionally, \$218,000 was budgeted for the same purpose in the FY 2010 OWP, of which \$16,569 remains. These funds have not been expended and remain "banked" for OahuMPO's future use, as needed.

Useful background information on the STAA can be found here:

<http://www.fhwa.dot.gov/reports/financingfederalaid/outhact.htm>

More details on MAP-21 can be found here: <http://www.fhwa.dot.gov/map21/>

FFY 2012 Financial Summary (Cumulative)				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed (FYs 2010 + 2011)	\$344,825	\$0	\$275,860	\$68,965
Contract Services Funding Expended	\$0	\$0	\$0	\$0
Contract Services Funding Balance	\$344,825	\$0	\$275,860	\$68,965
Staff Labor Costs				
Staff Labor Funding Programmed (FY 2012)	\$8,798	\$7,039	\$0	\$1,759
Staff Labor Funding Expended	\$7,290	\$3,250	\$2,582	\$1,458
Staff Labor Funding Balance	\$1,508	\$3,789	(\$2,582) ⁹	\$301
Total				
Total Funding Programmed	\$353,623	\$7,039	\$275,860	\$70,724
Total Funding Expended	\$7,290	\$3,250	\$2,582	\$1,458
Total Funding Balance	\$346,333	\$3,789	\$273,278	\$69,266

⁹ Negative spending in FY 2012 indicates spending down of reserves from previous years

301.15-12: Travel Demand Forecasting Model

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	Ongoing	Ongoing	OahuMPO to run the Travel Demand Forecasting Model (TDFM) and analyze results as necessary	Ongoing	
2	Ongoing	Ongoing	OahuMPO to update the model networks as necessary	Ongoing	
3	Ongoing	Ongoing	OahuMPO to document any modification to the TDFM user's manual.	Ongoing	
4	Ongoing	Ongoing	Consultant operation of the TDFM to support planning efforts (as needed)	0%	\$0
5	07/2021		Budget and set-aside for next Household Interview Travel Survey and Model Refresh/Upgrade	0%	\$0

Progress, Issues, and Discussion:

In addition to the above tasks, the OahuMPO Senior Planner responded to various requests from government agencies and the private sector for model results and data, and used the TDFM to assess the impacts of planned facilities on the transportation network.

This work element differs from 202.63 (Household Interview Travel Survey and Travel Demand Forecasting Model Refresh) in that it is used to account for every day, routine modeling activities, whereas 202.63 is limited to the building, specification, and calibration of a new TDFM.

Of the \$150,000 contract services budgeted (below), \$130,000 is being "banked" to save up for the next travel survey and model refresh, which is expected to occur in approximately ten years. The current survey and model refresh budget is almost \$1,000,000. Rather than trying to budget for such a large project in a single year, OahuMPO has decided build up a reserve in anticipation of the project. The remaining \$20,000 in contract services is set-aside for consultant operation of the TDFM in support of local planning efforts, to be used as needed. As none of those funds were expended in FY 2012, they also remain "banked" for future use.

FFY 2012 Financial Summary				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed	\$119,005	\$0	\$95,204	\$23,801
Contract Services Funding Expended	\$0	\$0	\$0	\$0
Contract Services Funding Balance	\$119,005	\$0	\$95,204	\$23,801
Staff Labor Costs				
Staff Labor Funding Programmed	\$11,014	\$8,811	\$0	\$2,203
Staff Labor Funding Expended	\$18,187	\$0	\$14,550	\$3,637
Staff Labor Funding Balance	(\$7,173)	\$8,811	(\$14,550) ¹⁰	(\$1,434)
Total				
Total Funding Programmed	\$130,019	\$8,811	\$95,204	\$26,004
Total Funding Expended	\$18,187	\$0	\$14,550	\$3,637
Total Funding Balance	\$111,832	\$8,811	\$80,654	\$22,367

¹⁰ Negative spending in FY 2012 indicates spending down of reserves from previous years

301.16-12: Oahu Regional Transportation Plan

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	Ongoing	Ongoing	OahuMPO to attend meetings; make presentation to organizations, agencies, and the public requiring information or briefings on the ORTP, including its development process, products, or related activities; and solicit input.	Ongoing	
2	Ongoing	Ongoing	OahuMPO to administer the implementation of ORTP 2035 by coordinating with its member agencies, identifying potential OWP planning projects that assist in implementing the goals and objectives of the ORTP, and processing revisions and/or amendments as necessary	Ongoing	
3	Ongoing	Ongoing	Revalidate existing or develop new performance measures for transportation networks to be used for ORTP 2040; develop scope for potential OahuMPO Data Program	15%	
4	Ongoing	Ongoing	Explore establishment of Environmental Advisory Committee	Ongoing	
5	9/2011		Develop high-level work plan and procedures for ORTP 2040	90%	

Progress, Issues, and Discussion:

The OahuMPO Planning Program Coordinator developed a high-level scope and schedule for the development of ORTP 2040, which must be completed by April 2016, and began preparations for the early public input phase. This included working with the City & County's Neighborhood Board Executive Director to facilitate public meetings and converse on effective strategies. He also developed some existing conditions data for use and validation at the public meetings and worked with the OahuMPO Data Specialist on the development of maps of traffic crash locations. The OahuMPO Community Planner was also involved in the development of the early public input phase of ORTP 2040.

The contract costs shown in the table below represent the payment of the final invoices from the consultant contract to develop ORTP 2035, which was approved in April 2011. The funds were budgeted in 2009.

Considerably more staff time was spent on this work element than was budgeted. As the development process for ORTP 2040 ramps up, the funds budgeted for this work element will need to increase as well.

The current plan (ORTP 2035) and many of the supporting documents can be found here:

<http://www.oahumpo.org/programs/ortpcurrent.html>

FFY 2012 Financial Summary (Cumulative)				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed (FY 2009)	\$1,000,000	\$0	\$800,000	\$200,000
Contract Services Funding Expended (FY 2012 only)	\$117,640	\$0	\$94,112	\$23,528
Contract Services Funding Expended (FYs 2009 – 2011)	\$882,360	\$0	\$705,888	\$176,472
Contract Services Funding Balance	\$0	\$0	\$0	\$0
Staff Labor Costs				
Staff Labor Funding Programmed (FY 2012)	\$42,269	\$33,816	\$0	\$8,453
Staff Labor Funding Expended (FY 2012)	\$87,643	\$0	\$70,114	\$17,529
Staff Labor Funding Balance	(\$45,374) ¹¹	\$33,816	(\$70,114)	(\$9,076)
Total				
Total Funding Programmed	\$1,042,269	\$33,816	\$800,000	\$208,453
Total Funding Expended	\$1,087,643	\$0	\$870,114	\$217,529
Total Funding Balance	(\$45,374)	\$33,816	(\$70,114)	(\$9,076)

¹¹Negative spending in FY 2012 indicates spending down of reserves from previous years

301.17-12: Transportation Improvement Program

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	Ongoing	Ongoing	OahuMPO and its participating agencies to monitor and revise, cooperatively and as necessary, the TIP for FFYs 2011-2014; ensure its consistency with the regional transportation plan and Federal statutes; identify any changes in project priorities; and, ensure its financial viability	Ongoing	
2	Ongoing	Ongoing	OahuMPO and its participating agencies to review and update, cooperatively and as necessary, the TIP development process	Ongoing	
3	Ongoing	Ongoing	DTS, in consultation with City agencies, to identify any changes to transportation system improvements and the City's financial plan for TIP projects, and any transit priorities for Oahu	Ongoing	
4	Ongoing	Ongoing	HDOT to identify any changes to State highway; City & County to identify water transit improvements	Ongoing	
5	Ongoing	Ongoing	DPP to review the TIP to ensure its consistency with the City's Development/Sustainable Communities Plans	Ongoing	
6	Ongoing	Ongoing	For visualization purposes, OahuMPO to develop location maps and other visualization tools for each project, as applicable, in the draft TIP and TIP revisions	Ongoing	
7	Ongoing	Ongoing	OahuMPO and its participating agencies to conduct the technical analyses of the projects proposed in the draft TIP and TIP revisions that consider: <ul style="list-style-type: none"> • Compliance with Federal planning factors • Consistency with the ORTP • Consistency with the Regional Intelligent Transportation Systems Architecture • T6/EJ compliance • Congestion management process analyses • Roadway and transit project evaluations 	Ongoing	
8	Ongoing	Ongoing	OahuMPO to process the TIP revisions through the CAC, TAC, and Policy Committee, as appropriate; OahuMPO to follow the strategies and procedures outlined in the OPP for revising the TIP	Ongoing	
9	Ongoing	Ongoing	OahuMPO to ask government agencies to review projects in draft TIPs and TIP revisions to ensure their consistency with Federal, State, and local criteria	Ongoing	
10	Ongoing	Ongoing	OahuMPO and its participating agencies to develop, cooperatively, a semi-annual status report and an annual listing of projects for which funds were obligated in the preceding program year	Ongoing	
11	Ongoing	Ongoing	OahuMPO and its participating agencies to develop, cooperatively, a semi-annual status report and an annual listing of projects for which funds were obligated in the preceding program year	Ongoing	
12	Ongoing	Ongoing	Assist in the development of an electronic version of the TIP (see work element 205.02-12)	Ongoing	

Progress, Issues, and Discussion:

OahuMPO staff processed one major revision and seven minor revisions to the FFYs 2011-2014 TIP during FFY 2012, including all of the interagency coordination, correspondence, mapping, reports, public input, and document changes necessary. Additionally, the OahuMPO Senior Planner reviewed DTS's FTA grant applications with respect to their consistency with the approved TIP. Staff also evaluated and prioritized congestion-relief projects proposed in the major TIP revision and prepared a report documenting the analysis and conclusions. The OahuMPO Data Specialist created maps and interactive map links for the TIP, prepared the project evaluations, and prepared two semi-annual status reports on projects funded through the TIP.

One area of concern regarding the TIP is the sheer number of revisions that have been requested by the participating agencies. Federal regulations identify the purpose of the TIP as "a management tool for monitoring progress in implementing the transportation plan".¹² The TIP is intended to establish:

- 1) When projects will be implemented,
- 2) The resources necessary to implement them, and
- 3) Who is responsible for implementation.

As such, there is value in producing a TIP that is well planned so that the traveling public and stakeholder agencies can have faith that the projects identified in the TIP will be implemented according to schedule. While regulations allow for the TIP to be revised at any time¹³, a project implementation plan that changes too frequently serves no purpose, and simply becomes a waste of valuable staff time. OahuMPO intends to work in cooperation with its participating agencies in the near future to re-examine the process of TIP development and make changes necessary to ensure the TIP becomes a more reliable, less frequently revised implementation plan.

The current TIP, revisions, and other TIP-related news can be found here:

<http://www.oahumpo.org/programs/tipcurrent.html>

The Annual Listing of TIP-obligated projects can be found here:

<http://www.oahumpo.org/programs/obligated-projects.html>

FFY 2012 Financial Summary				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed	\$0	\$0	\$0	\$0
Contract Services Funding Expended	\$0	\$0	\$0	\$0
Contract Services Funding Balance	\$0	\$0	\$0	\$0
Staff Labor Costs				
Staff Labor Funding Programmed	\$83,761	\$64,505	\$2,504	\$16,752
Staff Labor Funding Expended	\$58,498	\$0	\$46,798	\$11,700
Staff Labor Funding Balance	\$25,263	\$64,505	(\$44,294) ¹⁴	\$5,052
Total				
Total Funding Programmed	\$83,761	\$64,505	\$2,504	\$16,752
Total Funding Expended	\$58,498	\$0	\$46,798	\$11,700
Total Funding Balance	\$25,263	\$64,505	(\$44,294)	\$5,052

¹² 23 CFR 450.324 (I)

¹³ 23 CFR 450.326 (a)

¹⁴ Negative spending in FY 2012 indicates spending down of reserves from previous years

302.01-12: Overhead (Indirect Costs)

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	9/2012	9/2012	Office Space	100%	\$72,454
2	9/2012	9/2012	Photocopier	100%	\$7,655
3	9/2012	9/2012	Telephone	100%	\$3,966
4	9/2012	9/2012	Postage	100%	\$3,676
5	9/2012	9/2012	Printing	100%	\$151
6	9/2012	9/2012	Advertisements	100%	\$0
7	9/2012	9/2012	Subscriptions	100%	\$6,395
8	9/2012	9/2012	Training	100%	\$1,335
9	9/2012	9/2012	Miscellaneous	100%	\$123
10	9/2012	9/2012	Travel	100%	\$5,798
11	9/2012	9/2012	Office Supplies	100%	\$1,492
12	9/2012	9/2012	Equipment (other than computers)	100%	\$1,833
13	9/2012	9/2012	Computer & Peripheral Equipment	100%	\$5,688

Progress, Issues, and Discussion:

Unlike other work elements, no staff time or consultant contracts are budgeted here. Instead, this work element accounts for the goods and services that keep the OahuMPO office running.

FFY 2012 Financial Summary				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed	\$0	\$0	\$0	\$0
Contract Services Funding Expended	\$0	\$0	\$0	\$0
Contract Services Funding Balance	\$0	\$0	\$0	\$0
Staff Labor Costs				
Staff Labor Funding Programmed	\$0	\$0	\$0	\$0
Staff Labor Funding Expended	\$0	\$0	\$0	\$0
Staff Labor Funding Balance	\$0	\$0	\$0	\$0
Total				
Total Funding Programmed	\$149,767	\$60,394	\$59,420	\$29,953
Total Funding Expended	\$108,453	\$43,734	\$43,029	\$21,690
Total Funding Balance	\$41,314	\$16,660	\$16,391	\$8,263

202.08-11: Transportation Asset Climate Change Vulnerability Assessment

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	8/2011	N/A	Form a project oversight committee comprised of all the agencies and departments involved in or impacted by climate change and transportation, to guide the development of the project	0%	\$0
2	12/2010	4/2011	Identify and compile climate and transportation asset data resources	100%	\$12,000
3	1/2011	3/2011	Coordinate with FHWA in holding a project kick-off workshop to review existing data, identify gaps in the data, prioritize transportation assets, identify the likelihood and magnitude of climate change events, and integrate the data to determine risks	100%	\$14,000
4	1/2011	6/2011	Develop a Request for Qualifications, review proposals, and select a consultant to conduct the vulnerability and risk assessment	100%	\$2,200
5	6/2011	12/2011	Work with the consultant as the risk assessment is completed	100%	\$51,600
6	6/2011	4/2011	Seek public input and feedback at key points in project development	100%	\$1,200

Progress, Issues, and Discussion:

The limited availability of staff time from other agencies and departments prevented the formation of the project oversight committee.

The project was funded in part by a special FHWA grant to test their proposed vulnerability assessment methodology, requiring a 50% local match. This work element was designed to solicit the participation of many local planners and engineers to help meet the local match requirement through in-kind services. That participation came primarily during a two-day workshop, held in March 2011, to present the latest climatological information and solicit input on transportation priorities. The consultant contract amount was reduced to match the estimate of the in-kind services provided: \$53,000. The consultant portion of the work element was completed by November 30, 2011. Eighty-eight percent of the consultant's reimbursements were paid out during FFY 2012.

One issue related to the project concerned using in-kind services as the local match for the Federal grant dollars. Neither the OahuMPO nor the HDOT had any experience in using in-kind services as match, which resulted in some confusion regarding the necessary documentation of those in-kind services. OahuMPO continues to work with HDOT to provide the documentation needed and anticipates that this experience will inform and improve any future efforts to use in-kind match.

The final document was completed and delivered to FHWA by November 30, 2011. However, OahuMPO continues to work with HDOT and project participants to appropriately document and verify the value of in-kind services.

The project website can be found here:

http://www.oahumpo.org/reports/transportation_vulnerability_due_to_climate_change.html

FFY 2012 Financial Summary (Cumulative)				
Contract Services	Total	FTA 5303	FHWA	Local
Contract Services Funding Programmed (FY 2011)	\$82,000 ¹⁵	\$0	\$82,000	In-Kind
Contract Services Funding Expended (FYs 2011 + 2012)	\$46,675	\$0	\$46,675	In-Kind
Contract Services Funding Balance	\$35,325	\$0	\$35,325	In-Kind
Staff Labor Costs				
Staff Labor Funding Programmed (FY 2011)	\$33,142	\$20,050	\$6,463	\$6,629
Staff Labor Funding Expended (FY 2011)	\$33,124	\$20,045	\$6,455	\$6,624
Staff Labor Funding Balance	\$18	\$5	\$8	\$5
Total				
Total Funding Programmed	\$115,142	\$20,050	\$88,463	\$6,629 + In-Kind
Total Funding Expended	\$79,799	\$20,045	\$53,130	\$6,624 + In-Kind
Total Funding Balance	\$35,343	\$5	\$35,333	\$5 + In-Kind

¹⁵ Final contract amount was \$53,000

**Reports for Pass-Through Work Elements
Managed Outside of OahuMPO**

201.01-12: Traffic Signal Prioritization Methodology

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	1/12		Survey of systems in use in other states	0%	\$0
2	6/12		Develop point prioritization system	0%	\$0
3	8/12		Report, executive summary, and current listing	0%	\$0

Progress, Issues, and Discussion:

This study has not yet been initiated.

FFY 2012 Financial Summary				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed	\$170,000	\$0	\$136,000	\$34,000
Contract Services Funding Expended	\$0	\$0	\$0	\$0
Contract Services Funding Balance	\$170,000	\$0	\$136,000	\$34,000
Staff Labor Costs				
Staff Labor Funding Programmed	\$22,153	\$0	\$17,722	\$4,431
Staff Labor Funding Expended	\$0	\$0	\$0	\$0
Staff Labor Funding Balance	\$22,153	\$0	\$17,722	\$4,431
Total				
Total Funding Programmed	\$192,153	\$0	\$153,722	\$38,431
Total Funding Expended	\$0	\$0	\$0	\$0
Total Funding Balance	\$192,153	\$0	\$153,722	\$38,431

206.01-12: Emergency Evacuation Plan

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	09/2011		Gap analysis	0%	\$0
2	03/2012		Field work for Geographic Area Evacuation Route Plan (various)	0%	\$0
3	09/2012		Plan development for Geographic Area Evacuation Route Plan (various); includes private road analysis	0%	\$0
4	09/2012		Geographic Information System (GIS) mapping effort	0%	\$0
5	12/2012		Public outreach effort	0%	\$0

Progress, Issues, and Discussion:

The consulting firm has been selected. In September 2012, the Department of Emergency Management had an initial project coordination phone conference with the consultant, and met with the local sub-consultants to kick-off the project.

FFY 2012 Financial Summary				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed	\$500,000	\$0	\$400,000	\$100,000
Contract Services Funding Expended	\$0	\$0	\$0	\$0
Contract Services Funding Balance	\$500,000	\$0	\$400,000	\$100,000
Staff Labor Costs				
Staff Labor Funding Programmed	\$0	\$0	\$0	\$0
Staff Labor Funding Expended	\$0	\$0	\$0	\$0
Staff Labor Funding Balance	\$0	\$0	\$0	\$0
Total				
Total Funding Programmed	\$500,000	\$0	\$400,000	\$100,000
Total Funding Expended	\$0	\$0	\$0	\$0
Total Funding Balance	\$500,000	\$0	\$400,000	\$100,000

203.82-11: Separate Left-Turn Phase Alternatives Study

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	10/2011		Historical and empirical data collection	75%	\$0
2	12/2011		Evaluate data and formulate strategies	0%	\$0
3	05/2012		Report and recommendations	0%	\$0

Progress, Issues, and Discussion:

Local funds were approved in August 2011. Consultant selection was completed by October 2011. Contracting process was completed in June 2012, and NTP was sent to the consultant on July 2, 2012.

The consultant is currently collecting historic and empirical data and should have Task 1 completed by December 2012.

The consultant inquired if they should wait to collect data after the Department of Design and Construction had completed its resurfacing and rehabilitation of street projects in the Kaimuki area. DTS instructed the consultant to proceed, but to ensure that curbs and bus pads were completed and there were no lane closures during the period of data collection.

FFY 2012 Financial Summary (Cumulative)				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed (FY 2011)	\$100,000	\$0	\$80,000	\$20,000
Contract Services Funding Expended	\$0	\$0	\$0	\$0
Contract Services Funding Balance	\$100,000	\$0	\$80,000	\$20,000
Staff Labor Costs				
Staff Labor Funding Programmed (FY 2011)	\$18,130	\$0	\$14,504	\$3,626
Staff Labor Funding Expended (FY 2011)	\$433	\$0	\$346	\$87
Staff Labor Funding Balance	\$17,697	\$0	\$14,158	\$3,539
Total				
Total Funding Programmed	\$118,130	\$0	\$94,504	\$23,626
Total Funding Expended	\$433	\$0	\$346	\$87
Total Funding Balance	\$117,697	\$0	\$94,158	\$23,539

203.83-11: Village Park-Kupuna Loop Sub-Area Corridor Study

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	10/2011		Sub-area corridor analysis	37%	\$0
2	1/2012		Alternative mitigative measures	5%	\$0
3	05/2012		Public meetings	10%	\$0

Progress, Issues, and Discussion:

Local funds were approved in August 2011. Consultant selection was completed in October 2011. The contracting process was completed in June 2012; and NTP was sent to the consultant on July 20, 2012.

Initial field studies have been performed, existing traffic volume data have been collected, and street plans and traffic accident data have been collected for the existing conditions report. Additionally, a field walk-through with community groups was done in September 2012. The project manager reports that work has been progressing at a good pace.

FFY 2012 Financial Summary (Cumulative)				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed (FY 2011)	\$157,000	\$0	\$125,600	\$31,400
Contract Services Funding Expended	\$0	\$0	\$0	\$0
Contract Services Funding Balance	\$157,000	\$0	\$125,600	\$31,400
Staff Labor Costs				
Staff Labor Funding Programmed (FY 2011)	\$14,531	\$0	\$11,625	\$2,906
Staff Labor Funding Expended (FY 2011)	\$433	\$0	\$346	\$87
Staff Labor Funding Balance	\$14,098	\$0	\$11,279	\$2,819
Total				
Total Funding Programmed	\$171,531	\$0	\$137,225	\$34,306
Total Funding Expended	\$433	\$0	\$346	\$87
Total Funding Balance	\$171,098	\$0	\$136,879	\$34,219

202.84-11: Waikiki Transit Circulator Study

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	03/2011		Conduct assessment and review related plans for regional area	100%	\$60,000
2	09/2012		Identify capacity constraints	100%	\$70,000
3	06/2011		Identify transportation alternatives	100%	\$75,000
4	09/2012		Evaluate transportation alternatives	100%	\$80,000
5	05/2012		Execute public outreach plan	100%	\$25,000
6	10/2012		Prepare reports that document study	100%	\$40,000

Progress, Issues, and Discussion:

Final reports are expected to be completed by December 2012.

FFY 2012 Financial Summary (Cumulative)				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed (FY 2011)	\$350,000	\$0	\$280,000	\$70,000
Contract Services Funding Expended (FY 2012)	\$262,500	\$0	\$210,000	\$52,500
Contract Services Funding Balance	\$87,500	\$0	\$70,000	\$17,500
Staff Labor Costs				
Staff Labor Funding Programmed	\$0	\$0	\$0	\$0
Staff Labor Funding Expended	\$0	\$0	\$0	\$0
Staff Labor Funding Balance	\$0	\$0	\$0	\$0
Total				
Total Funding Programmed	\$350,000	\$0	\$280,000	\$70,000
Total Funding Expended	\$262,500	\$0	\$210,000	\$52,500
Total Funding Balance	\$87,500	\$0	\$70,000	\$17,500

206.21-11: Waterborne Transit: Ocean Pointe Feasibility Study

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	02/2011		Opportunities and constraints analysis	0%	\$0
2	03/2011		Physical requirements assessment	0%	\$0
3	10/2011		Cost/benefit analysis	0%	\$0

Progress, Issues, and Discussion:

On November 6, 2011, the project developer, Haseko, announced that the plans for the Ocean Pointe Marina have changed and it will no longer be open to the ocean. This planning project is effectively ended. The City requested that this project be deleted, which OahuMPO did as part of the development of the FYs 2013-2014 OWP. The Federal funds were de-obligated in FFY 2012.

FFY 2012 Financial Summary				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed	\$150,000	\$0	\$120,000	\$30,000
Contract Services Funding Expended	\$0	\$0	\$0	\$0
Contract Services Funding Balance	\$0	\$0	\$0	\$0
Staff Labor Costs				
Staff Labor Funding Programmed	\$8,154	\$0	\$6,523	\$1,631
Staff Labor Funding Expended	\$0	\$0	\$0	\$0
Staff Labor Funding Balance	\$0	\$0	\$0	\$0
Total				
Total Funding Programmed	\$158,154	\$0	\$126,523	\$31,631
Total Funding Expended	\$0	\$0	\$0	\$0
Total Funding Balance (Project Canceled)	\$0 ¹⁶	\$0	\$0	\$0

¹⁶ Project canceled; Federal funds have been de-obligated

203.79-10: Honolulu Urban Core Parking Master Plan

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	10/10	12/10	Project management	100%	\$35,000
2	10/10	11/11	Parking meter technology	100%	\$22,500
3	10/10	12/10	Feasibility analysis of monetization	100%	\$108,000
4	10/10	12/10	Parking meter & financial analysis	100%	\$145,000
5	10/10	12/10	Update comprehensive parking study	100%	\$77,500
6	10/10	08/10	Condition appraisal	100%	\$74,004
7	06/13		Parking Rate Study (task added by amendment July 2012)	0%	\$0
8	10/10		Reimbursable account	60%	\$0

Progress, Issues, and Discussion:

This project conducts an on-street and off-street public parking survey in Honolulu's urban core for the purpose of assessing existing and future parking supply and demand. This work element is consistent with OahuMPO Planning Factor 7 ("Promote efficient system management and operations").

Since the City had an ad hoc department committee to discuss the City's parking issues and directions, DTS requested to replace "Task 2 - Project Advisory Committee" with "Task 2 - Parking Meter Technology," which identified and evaluated suitable parking technologies and specifications for Honolulu, and how such systems can support and improve efficiency measures in supply and demand goals, data collection, mobility, traveler information, enforcement intelligence, and integration with other Intelligent Transportation Systems subsystems. As part of that amendment, an additional \$72,000 in local funding (already approved by the City and County of Honolulu) was added to the project description in the OWP to reflect the revised project budget.

Currently, various departments and agencies share responsibilities for Honolulu's parking functions. DTS is taking the initiative to consolidate parking functions and finances with the City, which has led to longer-than-anticipated delays. The purpose in consolidating functions is to provide a one-source agency in-charge and responsible for the City's parking needs, including availability, demand, and regulatory issues.

The consultant is analyzing, substantiating, and summarizing the City's parking meter data before proceeding with the next step in the study. Some elements for the new Task 7 will involve policy level decisions, which will require support and endorsement from the City administration and legislative branch of State government.

FFY 2012 Financial Summary (Cumulative)				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed (FY 2010)	\$730,158 ¹⁷	\$0	\$496,126	\$234,032
Contract Services Funding Expended (FYs 2010-2012)	\$581,027	\$0	\$376,822	\$204,205
Contract Services Funding Balance	\$149,131	\$0	\$119,304	\$29,827
Staff Labor Costs				
Staff Labor Funding Programmed	\$0	\$0	\$0	\$0
Staff Labor Funding Expended	\$0	\$0	\$0	\$0
Staff Labor Funding Balance	\$0	\$0	\$0	\$0
Total				
Total Funding Programmed	\$730,158	\$0	\$496,126	\$234,032
Total Funding Expended	\$581,027	\$0	\$376,822	\$204,205
Total Funding Balance	\$149,131	\$0	\$119,304	\$29,827

¹⁷ The original project budget was \$500,004. An additional \$72,000 in local funding was approved by the City & County of Honolulu in FY 2011. In FY 2012, the project scope was expanded to include Task 7; and the project budget was increased by \$158,154 (\$126,523 Federal + \$31,631 Local).

203.80-10: Makakilo Traffic Study

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	10/11		Existing traffic operational report	95%	\$0
2	12/11		Mitigative measures	50%	\$0
3	02/12		Final traffic study	0%	\$0
4			Personnel: contract preparation & study review	7%	\$0

Progress, Issues, and Discussion:

Consultant was given the NTP on August 8, 2011, and started their data collection for the study.

Identifying and evaluating traffic engineering measures that are appropriate for this type of roadway will result in a range of tools that could be utilized in the Makakilo Drive corridor and other ridge road corridors on Oahu.

The City and County received a draft of the Existing Traffic Operations Report on March 27, 2012; consultant is preparing Traffic Mitigation Measures Report.

FFY 2012 Financial Summary (Cumulative)				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed (FY 2010)	\$250,000 ¹⁸	\$0	\$200,000	\$50,000
Contract Services Funding Expended (FYs 2010-2012)	\$17,665	\$0	\$14,132	\$3,533
Contract Services Funding Balance	\$232,335	\$0	\$185,868	\$46,467
Staff Labor Costs				
Staff Labor Funding Programmed (FY 2010)	\$14,000	\$0	\$11,200	\$2,800
Staff Labor Funding Expended (FYs 2010-2012)	\$1,051	\$0	\$841	\$210
Staff Labor Funding Balance	\$12,949	\$0	\$10,359	\$2,590
Total				
Total Funding Programmed	\$264,000	\$0	\$211,200	\$52,800
Total Funding Expended	\$18,716	\$0	\$14,973	\$3,743
Total Funding Balance	\$245,284	\$0	\$196,227	\$49,057

¹⁸ Consultant contract was for \$200,000

203.81-10: West Waikiki Traffic Study

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	10/2011	5/2012	Existing traffic operational report	100%	\$ 50,000
2	12/2011		Mitigative measures	80%	\$0
3	2/2012		Final traffic study	30%	\$0
4			Personnel: contract preparation & study review	7%	\$0

Progress, Issues, and Discussion:

The consultant contract has been executed. NTP was given in October 12, 2011. This study will be strongly coordinated with the Waikiki Transit Circulator Study (WTCS) that is being conducted concurrently.

Before issuing the NTP to the consultant, DTS met with the consultant for the WTCS to layout the strategy for the coordination efforts. As a result of this meeting, the consulting team for this project will be attending the same public outreach meetings and workshops that the WTCS consultant has scheduled.

The Existing Traffic Operations Report has been completed; the Mitigative Measures Report is approximately 70% completed.

FFY 2012 Financial Summary (Cumulative)				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed (FY 2010)	\$250,000 ¹⁹	\$0	\$200,000	\$50,000
Contract Services Funding Expended (FYs 2010-2012)	\$75,000	\$0	\$60,000	\$15,000
Contract Services Funding Balance	\$175,000	\$0	\$140,000	\$35,000
Staff Labor Costs				
Staff Labor Funding Programmed (FY 2010)	\$14,000	\$0	\$11,200	\$2,800
Staff Labor Funding Expended (FYs 2010-2012)	\$994	\$0	\$795	\$199
Staff Labor Funding Balance	\$13,006	\$0	\$10,405	\$2,601
Total				
Total Funding Programmed	\$264,000	\$0	\$211,200	\$52,800
Total Funding Expended	\$75,994	\$0	\$60,795	\$15,199
Total Funding Balance	\$188,006	\$0	\$150,405	\$37,601

¹⁹ Consultant contract was for \$200,000

201.66-09: Pedestrian Master Plan

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1		5/2009	HDOT to coordinate and attend meetings with government agencies and appropriate stakeholders in administering this work effort	100%	
2		10/2009	HDOT to advertise for, select, and retain a consultant to assist in the development of the Pedestrian Master Plan and the convening of the Complete Streets Task Force	100%	
3			HDOT to administer and provide oversight to the consultant effort	96%	
4			HDOT to conduct other tasks necessary to develop the Pedestrian Master Plan and convene the Complete Streets Task Force	96%	
5			Agencies to provide technical review and support for the Pedestrian Master Plan and Complete Streets Task Force efforts	96%	
6			HDOT to develop design guidelines for pedestrian facilities that are appropriate for Hawaii's communities	97%	
7	1/2010		Pedestrian Master Plan completed and printed; Complete Streets Task Force findings reported to the Legislature	80%	

Progress, Issues, and Discussion:

For the Statewide Pedestrian Master Plan, the project team: refined the draft plan and toolboxes and made revisions per TAC and public comments.

For the Complete Streets Task Force, the project team: monitored the status of Complete Streets related legislation during the legislative session.

The Hawaii Statewide Pedestrian Master Plan website (and draft document) is located here:

<http://www.hawaiipedplan.com/Home.aspx>

FFY 2012 Financial Summary (Cumulative)

	Total	FHWA-PL	SPR	Local	Local Supplemental
Contract Services					
Contract Services Funding Programmed (FYs 2009 + 2011)	\$1,575,000	\$800,000	\$456,000	\$314,000	\$5,000
Contract Services Funding Expended (FYs 2009-2012)	\$1,314,227	\$709,547	\$376,522	\$228,158	\$0
Contract Services Funding Balance	\$260,773	\$90,453	\$79,478	\$85,842	\$5,000
Staff Labor Costs					
Staff Labor Funding Programmed (FYs 2009 + 2011)	\$61,100	\$12,880	\$0	\$3,220	\$45,000
Staff Labor Funding Expended (FYs 2009-2012)	\$43,260	\$0	\$0	\$0	\$43,260
Staff Labor Funding Balance	\$17,840	\$12,880	\$0	\$3,220	\$1,740
Total					
Total Funding Programmed	\$1,636,100	\$812,880	\$456,000	\$317,220	\$50,000
Total Funding Expended	\$1,357,487	\$709,547	\$376,522	\$222,158	\$43,260
Total Funding Balance	\$278,613	\$103,333	\$79,478	\$89,062	\$6,740

203.75-09: Ewa Impact Fees for Traffic & Roadway Improvements Update Study

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	12/2009	3/2010	Consultant to review traffic forecasts, assumptions, etc. in original master plan	100	\$30,000
2	7/2010	1/2011	Consultant to review and update identified roadway construction costs	100	\$75,000
3	4/2010	5/2010	Consultant to review and analyze future regional land uses based on current City forecasts	100	\$100,000
4	5/2010	6/2010	Consultant to determine impact of Honolulu high capacity transit corridor project on area traffic forecasts and land use	100	\$20,000
5	5/2010	6/2010	Consultant to review and evaluate regional trip generation estimates for new development	100	\$100,000
6	11/2010		Consultant to prepare a report including recommendations for modifying the existing impact fee ordinance	75	\$50,000

Progress, Issues, and Discussion:

A draft ordinance is done and has been distributed to executive committee members for review and comment. However, it appears that comments may not be forthcoming until the change of City administration takes place in January 2013.

FFY 2012 Financial Summary (Cumulative)				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed (FY 2009)	\$400,000 ²⁰	\$0	\$320,000	\$80,000
Contract Services Funding Expended (FYs 2009-2012)	\$253,546	\$0	\$202,837	\$50,709
Contract Services Funding Balance	\$146,454	\$0	\$117,163	\$29,291
Staff Labor Costs				
Staff Labor Funding Programmed	\$0	\$0	\$0	\$0
Staff Labor Funding Expended	\$0	\$0	\$0	\$0
Staff Labor Funding Balance	\$0	\$0	\$0	\$0
Total				
Total Funding Programmed	\$400,000	\$0	\$320,000	\$80,000
Total Funding Expended	\$253,546	\$0	\$202,837	\$50,709
Total Funding Balance	\$146,454	\$0	\$117,163	\$29,291

²⁰ Final contract was for \$375,000

203.77-09: Short-Range Transit Service Operations Plan

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	2/2010	3/2010	DTS' consultant to conduct an assessment of existing service quality and efficiencies for the public transit modes: bus, commuter ferry, and complementary ADA paratransit	100%	\$110,112
2	2/2010	5/2010	DTS' consultant to identify capacity constraints affecting transit service quality and efficiencies in each transit mode	100%	\$94,306
3	4/2010	8/2010	DTS' consultant to identify alternative short-range implementing actions for the City to effect improvements in service quality and efficiencies in each transit mode	100%	\$91,016
4	7/2010	2/2011	DTS' consultant to evaluate and prioritize alternative implementing actions	100%	\$43,594
5	9/2010		DTS' consultant to prepare and execute a public participation plan	98%	\$0
6	9/2010	3/2011	DTS' consultant to prepare reports that document this effort	100%	\$63,127

Progress, Issues, and Discussion:

There are two remaining activities to complete before finalizing the plan: complete the public participation and print the document.

The public participation process was completed in FY 2012. Five public-input meetings were held in late March and early April, 2012. Additionally, a webpage with a summary and the available documents was put up, along with an email address to which the public could submit comments. Final draft is waiting for DTS approval. Once DTS has given their approval, the consultant can print the document and the project will be closed out.

The project website is: <http://www1.honolulu.gov/dts/short-range-transit-plan.htm>

FFY 2012 Financial Summary (Cumulative)					
Contract Services	Total	FTA 5303	FHWA-PL	Local	Supplemental Local
Contract Services Funding Programmed (FY 2009)	\$510,000 ²¹	\$0	\$408,000	\$102,000	\$0
Contract Services Funding Expended (FYs 2009 – 2012)	\$497,380	\$0	\$397,904	\$99,476	\$0
Contract Services Funding Balance	\$12,620	\$0	\$10,096	\$2,524	\$0
Staff Labor Costs					
Staff Labor Funding Programmed	\$130,000	\$0	\$0	\$0	\$130,000
Staff Labor Funding Expended	\$42,964	\$0	\$0	\$0	\$42,964
Staff Labor Funding Balance	\$87,036	\$0	\$0	\$0	\$87,036
Total					
Total Funding Programmed	\$640,000	\$0	\$408,000	\$102,000	\$130,000
Total Funding Expended	\$540,344	\$0	\$397,904	\$99,476	\$42,964
Total Funding Balance	\$99,656	\$0	\$10,096	\$2,524	\$87,036

²¹ Consultant contract was for \$500,000

203.78-09: Transit Street Improvement Study & Demonstration

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	07/2009	05/2011	DTS to develop appropriate procurement documents, including scope of work, and procure necessary services	100%	\$30,146
2	07/2009	In Progress	Become familiar with existing bus operations and review data requirements	75%	\$24,143
3	07/2009	In Progress	Gather any necessary data	50%	\$18,719
4	07/2009	In Progress	Analyze impacts and develop plans for implementation	50%	\$18,719
5	07/2009	In Progress	Review the use of traffic engineering solutions, relatively low-cost capital projects	75%	\$24,143
6	07/2009	Not yet started	Prepare operation plans for a demonstration project designed to definitively measure net effect of improvements	0%	\$0
7	07/2009	Not yet started	Prepare, document, and submit draft and final reports	0%	\$0

Progress, Issues, and Discussion:

DTS has awarded the contract to a consulting firm. The City and County's project manager is no longer employed by the City and County. A new project manager has been assigned. Contract amendment No. 1 was completed 7/23/2012; it extends the contract until 01/16/2013. Currently, the project is on hold pending an additional amendment to further extend the deadline for project completion.

To date, no invoices have been sent to OahuMPO for reimbursement.

FFY 2012 Financial Summary					
Contract Services	Total	FTA 5303	FHWA-PL	Local	Local Supplemental
Contract Services Funding Programmed (FY 2009)	\$500,000 ²²	\$0	\$200,000	\$50,000	\$250,000
Contract Services Funding Expended	\$0	\$0	\$0	\$0	\$0
Contract Services Funding Balance	\$500,000	\$0	\$200,000	\$50,000	\$250,000
Staff Labor Costs					
Staff Labor Funding Programmed	\$0	\$0	\$0	\$0	\$0
Staff Labor Funding Expended	\$0	\$0	\$0	\$0	\$0
Staff Labor Funding Balance	\$0	\$0	\$0	\$0	\$0
Total					
Total Funding Programmed	\$500,000	\$0	\$200,000	\$50,000	\$250,000
Total Funding Expended	\$0	\$0	\$0	\$0	\$0
Total Funding Balance	\$500,000	\$0	\$200,000	\$50,000	\$250,000

²² Consultant contract is for \$493,510

201.65-07: Tantalus & Round Top Drive Boundary Identification Study

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	01/2009	01/2009	Topographic survey & boundary study	100%	\$360,000
2	10/2009	12/2011	Engineering assessment & planning	100%	\$290,000
3	11/2010	9/2012	Parcel mapping & descriptions	100%	\$350,000

Progress, Issues, and Discussion:

The consultant has completed the final topographical plans and CDs. In addition, DTS requested a compiled list of the comments from the various City and County agencies. Final submittals were received in September of 2012. The consultant is preparing the final payment request.

The surveyor who was originally working on the final plans left the consulting company, adding some delay to this project, while a new surveyor was hired and brought up to speed so they could finish the project.

The project will be closed when the City and County receives copies of the boundary maps, which are expected by December 2012.

FFY 2012 Financial Summary (Cumulative)				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed (FY 2007)	\$1,000,000	\$0	\$800,000	\$200,000
Contract Services Funding Expended (FYs 2007-2012)	\$826,233	\$0	\$660,986	\$165,247
Contract Services Funding Balance	\$173,767	\$0	\$139,014	\$34,753
Staff Labor Costs				
Staff Labor Funding Programmed	\$0	\$0	\$0	\$0
Staff Labor Funding Expended	\$0	\$0	\$0	\$0
Staff Labor Funding Balance	\$0	\$0	\$0	\$0
Total				
Total Funding Programmed	\$1,000,000	\$0	\$800,000	\$200,000
Total Funding Expended	\$826,233	\$0	\$660,986	\$165,247
Total Funding Balance	\$173,767	\$0	\$139,014	\$34,753

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