

**FEDERAL FISCAL YEAR 2014 ANNUAL PROGRESS REPORT
ON THE
OAHU METROPOLITAN PLANNING ORGANIZATION
OVERALL WORK PROGRAM**

OCTOBER 1, 2013 – SEPTEMBER 30, 2014



Oahu Metropolitan Planning Organization
707 Richards Street, Suite 200
Honolulu, Hawaii 96813-4623
(808) 587-2015
www.OahuMPO.org

Table of Contents

Common Abbreviations.....	3 -
Introduction	4 -
Overall Summary.....	4 -
OWP Work Element Update	6 -
Table of Work Elements.....	6 -
Funding Issues in FY 2014.....	8 -
The Work Elements	12 -
201.65-07: Tantalus & Round Top Drive Boundary Identification Study.....	13 -
203.77-09: Short-Range Transit Service Operations Plan	15 -
203.79-10/13: Honolulu Urban Core Parking Master Plan	16 -
203.81-10: West Waikiki Traffic Study	18 -
202.84-11/14: Waikiki Transit Circulator Study.....	19 -
203.82-11: Separate Left-Turn Phase Alternatives Study.....	20 -
203.83-11: Village Park-Kupuna Loop Sub-Area Corridor Study.....	21 -
201.01-12: Traffic Signal Prioritization Methodology.....	22 -
201.50-05/12: Land Use Model Enhancement and Demonstration	23 -
205.01-12: OahuMPO Planning Process Review.....	24 -
205.02-12: OahuMPO Website Update & Electronic TIP & ORTP Development	26 -
206.01-12: Emergency Evacuation Plan	27 -
201.04-13/14: Title VI & Environmental Justice Monitoring.....	28 -
202.01-13: Roadway Surface Conditions Assessment & Repair Plan	30 -
203.84-13: Contra-Flow Update Study	31 -
201.02-14: OahuMPO Participation Plan Evaluation	32 -
201.03-14: Freight Study.....	33 -
202.02-14: Central Oahu Transportation Study	34 -
202.03-14: Transportation Revenue Forecasting & Alternative Revenue Exploration	36 -
203.05-14: Complete Streets Implementation Plan.....	37 -
301.01-14: Program Support & Administration.....	38 -
301.02-14: General Technical Assistance and Planning Support	40 -
301.03-14: Overall Work Program.....	42 -
301.04-14: Support for Citizen Advisory Committee & Additional Public Outreach	44 -
301.05-14: Single Audit	46 -
301.08-14: Disadvantaged Business Enterprise Program	48 -

301.09-14: Professional Development	- 50 -
301.10-14: Computer & Network Maintenance	- 52 -
301.13-14: Census Data.....	- 53 -
301.14-14: Federal Planning Requirements	- 54 -
301.15-14: Computer Model Operation and Support.....	- 56 -
301.16-14: Oahu Regional Transportation Plan.....	- 58 -
301.17-14: Transportation Improvement Program.....	- 61 -
301.18-14: Transportation Alternatives Program Coordination.....	- 63 -
302.01-14: Overhead (Indirect Costs)	- 65 -

Common Abbreviations

CAC	Citizen Advisory Committee (OahuMPO)
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 (State of Hawaii)
ITS	Intelligent Transportation Systems
LUM	Land Use Model
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 (OahuMPO)
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 OahuMPO staff and staff from 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 as planning grants to fund needed planning studies. The OWP identifies both types of work elements. This report summarizes the financial and programmatic status of the Fiscal Year (FY) 2014 work elements from the FYs 2014 & 2015 OWP, as well as pass-through projects programmed in previous years that have not yet been completed.

Recognizing that there is often a period of time 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) 2014 were on budget, expending 65% of obligated funds for internal work elements. There were no work elements over budget, but a number of budget adjustments had to be made following the withdrawal of local matching funds for all work element obligations older than FY 2014 (see pages 8-12 for more details).

Consultant Contracts

In FFY 2014, OahuMPO managed eleven projects for which there were funds obligated for outside consultants and one contract for the annual **Single Audit (301.05-13)**, which is actually a contract between the State Office of the Auditor and the auditing firm.

Two projects were closed-out in FFY 2014:

- **201.50-05/12 Land Use Model Enhancement and Demonstration**
- **205.02-12 OahuMPO Website Update & Electronic TIP & ORTP Development**

Work on two other projects was substantially completed, but final project close-out did not occur in FFY 2014:

- **203.77-09 Short-Range Transit Service Operations**
- **203.81-10 West Waikiki Traffic Study**

In both cases, final project close-out is expected to occur in FFY 2015.

Progress was also made in FFY 2014 on many of the other consultant contracts funded, in part, by OahuMPO. See table on page 5 for a summary of project progress. For two projects, (**203.75-09/14 - Ewa Impact Fees for Traffic & Roadway Improvements** and **202.84-11/14 - Waikiki Transit Circulator**) additional funding was awarded in FFY 2014, giving the appearance of backward progress in the table.

Year-Over-Year Comparison of Consultant Contracts

#	Project Title	Pct. Of Total Budget Expended		Notes
		2013	2014	
201.65-07	Tantalus & Round Top Drive Boundary Identification	83%	86%	
203.75-09/14	Ewa Impact Fees for Traffic & Roadway Improvements	84%	81%	Additional \$15,052 funding approved in FY 2014
203.77-09	Short-Range Transit Service Operations	84%	84%	COMPLETED, but consultant must be compliant with Hawaii State Tax Office before final invoice can be paid and project close-out
203.79-10	Honolulu Urban Core Parking Master Plan	65%	86%	
203.80-10	Makakilo Traffic Study	24%	27%	Awaiting approval of final report before close-out
203.81-10	West Waikiki Traffic Study	70%	75%	COMPLETED; project close-out in process
202.84-11/14	Waikiki Transit Circulator	97%	87%	Additional \$50,000 funding approved in FY 2014
203.82-11	Separate Left-Turn Phase Alternatives Study	37%	64%	
203.83-11	Village Park-Kupuna Loop Sub-Area Corridor Study	58%	72%	
201.01-12	Traffic Signal Prioritization Methodology	0%	41%	
201.50-05/12	Land Use Model Enhancement & Demonstration	84%	88%	COMPLETED; final payment made in FFY 2014
205.01-12	OahuMPO Planning Process Review	16%	57%	Scope-of-work renegotiated to allow consultant to help OahuMPO address corrective actions of 2014 certification review
205.02-12	OahuMPO Website Update & Electronic TIP & ORTP Development	91%	96%	COMPLETED; final payment made in FFY 2014
206.01-12	Emergency Evacuation Plan	31%	71%	
201.04-13/14	Title VI & Environmental Justice Monitoring	0%	2%	Local match for FY 2013 funds withdrawn which prevented approval of contract.
202.01-13	Roadway Surface Conditions Assessment & Repair Plan	0%	0%	Project underway, but no invoices have been received by OahuMPO
203.84-13	Contra-Flow Update Study	0%	47%	
201.02-14	OahuMPO Participation Plan Evaluation	N/A	0%	Project initiation delayed due to funding issues
201.03-14	Freight Study	N/A	0%	CANCELED; funding will be reprogrammed
202.02-14	Central Oahu Transportation Study	N/A	0%	Project initiation delayed due to funding issues; consultant procurement has been initiated
202.03-14	Transportation Revenue Forecasting & Alternative Revenue Exploration	N/A	0%	Project initiation delayed due to funding issues
203.05-14	Complete Streets Implementation Plan	N/A	0%	
301.05-14	Single Audit (contractor portion only)	N/A	93%	Audit completed
301.10-14	Computer Network & Maintenance (contractor portion only)	N/A	58%	
301.15-14	Computer Model Operations & Support (contractor portion only)	N/A	0%	Proposals were competitively solicited and evaluated; consultants were ranked; scope-of-work was negotiated and a contract developed. However, encumbrance was delayed when OahuMPO's FY 2014 Federal funds were removed

In the past, there was often a significant time delay between the grant award and the Notice to Proceed (NTP) to the consultant. This was 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 FY 2013, OahuMPO switched to annually developing a two-year rolling OWP to help the City & County with its budgeting for planning projects. Additionally, OahuMPO will continue working closely with the Department of Transportation Services (DTS) to ensure that staff does not become overburdened with planning projects. As a result, we hope to see fewer active projects and projects being completed in shorter time frames in the future.

OWP Work Element Update

Table of Work Elements

The table on the following page presents a snapshot of expenditures during FFY 2014 for active work elements. The table is designed to provide a quick reference as to the status of implementation for each active work element.

Active Projects for FFY 2014

Series 200	Work Element Title	Project Funds Obligated (All Years)				Project Funds Expended in FFY 2014				Cumulative Expenditure (All Years)	% Total Budget Expended	Project Funds Remaining as of End of FFY 2014			
		Consultant Budget	OMPO Total Staff Budget	City & County Staff Budget	Total Budget	Consultant Funds Expended	OMPO Staff Funds Expended	City & County Staff Funds Expended	Total Funds Expended			Consultant Funds Remaining	OMPO Staff Funds Remaining	City & County Staff Funds Remaining	Total Funds Remaining
201.65-07	Tantalus & Round Top Drive Boundary Identification Study	\$1,000,000	\$0	\$0	\$1,000,000	\$16,383	\$0	\$0	\$16,383	\$861,468	86%	\$138,532	\$0	\$0	\$138,532
203.75-09/14	Ewa Impact Fees for Traffic & Roadway Improvements Update Study	\$415,052	\$0	\$0	\$415,052	\$0	\$0	\$0	\$0	\$336,782	81%	\$78,270	\$0	\$0	\$78,270
203.77-09	Short-Range Transit Service Operations Plan	\$510,000	\$0	\$130,000	\$640,000	\$0	\$0	\$0	\$0	\$540,345	84%	\$12,619	\$0	\$87,036	\$99,655
203.79-10/13	Honolulu Urban Core Parking Master Plan	\$730,158	\$0	\$0	\$730,158	\$159,344	\$0	\$0	\$159,344	\$630,371	86%	\$99,787	\$0	\$0	\$99,787
203.80-10	Makakilo Traffic Study	\$250,000	\$0	\$14,000	\$264,000	\$7,445	\$0	\$0	\$7,445	\$72,039	27%	\$179,120	\$0	\$12,841	\$191,961
203.81-10	West Waikiki Traffic Study	\$250,000	\$0	\$14,000	\$264,000	\$11,700	\$0	\$55	\$11,755	\$197,556	75%	\$53,600	\$0	\$12,844	\$66,444
202.84-11/14	Waikiki Transit Circulator Study	\$400,000	\$0	\$0	\$400,000	\$6,700	\$0	\$0	\$6,700	\$347,800	87%	\$52,200	\$0	\$0	\$52,200
203.82-11	Separate Left-Turn Phase Alternatives Study	\$100,000	\$0	\$18,130	\$118,130	\$31,800	\$0	\$0	\$31,800	\$75,851	64%	\$26,200	\$0	\$16,079	\$42,279
203.83-11	Village Park-Kupuna Loop Sub-Area Corridor Study	\$157,000	\$0	\$14,531	\$171,531	\$25,000	\$0	\$0	\$25,000	\$123,765	72%	\$36,550	\$0	\$11,216	\$47,766
201.01-12	Traffic Signal Prioritization Methodology	\$170,000	\$0	\$22,153	\$192,153	\$77,900	\$0	\$0	\$77,900	\$77,900	41%	\$92,100	\$0	\$22,153	\$114,253
201.50-05/12	Land Use Model Enhancement & Demonstration	\$200,000	\$69,028	\$0	\$269,028	\$10,000	\$0	\$0	\$10,000	\$236,447	88%	\$0	\$32,581	\$0	\$32,581
205.01-12	OahuMPO Planning Process Review	\$253,220	\$36,253	\$10,000	\$299,473	\$93,482	\$2,912	\$0	\$96,394	\$169,235	57%	\$120,218	\$20	\$10,000	\$130,238
205.02-12	OahuMPO Website Update & Electronic TIP & ORTP Development	\$100,000	\$18,975	\$0	\$118,975	\$4,992	\$584	\$0	\$5,576	\$113,946	96%	\$159	\$4,870	\$0	\$5,029
206.01-12	Emergency Evacuation Plan	\$500,000	\$0	\$0	\$500,000	\$198,614	\$0	\$0	\$198,614	\$354,478	71%	\$145,522	\$0	\$0	\$145,522
201.04-13/14	Title VI & Environmental Justice Monitoring	\$0	\$11,723	\$20,481	\$32,204	\$0	\$2,044	\$0	\$2,044	\$2,044	6%	\$0	\$9,679	\$20,481	\$30,160
202.01-13	Roadway Surface Conditions Assessment & Repair Plan	\$1,050,000	\$0	\$328,686	\$1,378,686	\$0	\$0	\$0	\$0	\$0	0%	\$1,050,000	\$0	\$328,686	\$1,378,686
203.84-13	Contra-Flow Update Study	\$250,000	\$0	\$8,750	\$258,750	\$120,000	\$0	\$0	\$120,000	\$120,657	47%	\$130,000	\$0	\$8,093	\$138,093
201.02-14	OahuMPO Participation Plan Evaluation	\$150,000	\$15,862	\$0	\$165,862	\$0	\$0	\$0	\$0	\$0	0%	\$150,000	\$15,862	\$0	\$165,862
201.03-14	Freight Study	\$0	\$12,059	\$0	\$12,059	\$0	\$0	\$0	\$0	\$0	0%	\$0	\$12,059	\$0	\$12,059
202.02-14	Central Oahu Transportation Study	\$500,000	\$11,578	\$9,282	\$520,860	\$0	\$2,032	\$0	\$2,032	\$2,032	0%	\$500,000	\$9,546	\$9,282	\$518,828
202.03-14	Transportation Revenue Forecasting & Alternative Revenue Exploration	\$200,000	\$19,125	\$4,641	\$223,766	\$0	\$0	\$0	\$0	\$0	0%	\$200,000	\$19,125	\$4,641	\$223,766
203.05-14	Complete Streets Implementation Plan	\$450,000	\$0	\$50,000	\$500,000	\$0	\$0	\$0	\$0	\$0	0%	\$450,000	\$0	\$50,000	\$500,000

Active Projects for FFY 2014

Series 300	Work Element Title	Consultant Budget	OMPO Total Staff Budget	City & County Staff Budget	Total Budget	Consultant Funds Expended	OMPO Staff Funds Expended	City & County Staff Funds Expended	Total Funds Expended	Cumulative Expenditure (All Years)	% Total Budget Expended	Consultant Funds Remaining	OMPO Staff Funds Remaining	City & County Staff Funds Remaining	Total Funds Remaining
301.01-14	Program Support & Administration	\$0	\$152,917	\$0	\$152,917	\$0	\$152,917	\$0	\$152,917	\$152,917	100%	\$0	\$0	\$0	\$0
301.02-14	General Technical Assistance & Planning Support	\$0	\$25,811	\$0	\$25,811	\$0	\$25,811	\$0	\$25,811	\$25,811	100%	\$0	\$0	\$0	\$0
301.03-14	Overall Work Program	\$0	\$62,218	\$0	\$62,218	\$0	\$62,218	\$0	\$62,218	\$62,218	100%	\$0	\$0	\$0	\$0
301.04-14	Support for Citizen Advisory Committee & Additional Public Outreach	\$0	\$43,321	\$0	\$43,321	\$0	\$43,321	\$0	\$43,321	\$43,321	100%	\$0	\$0	\$0	\$0
301.05-14	Single Audit	\$22,000	\$31,100	\$0	\$53,100	\$20,500	\$24,933	\$0	\$45,433	\$45,433	86%	\$1,500	\$6,167	\$0	\$7,667
301.08-14	Disadvantaged Business Enterprise Program	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	N/A	\$0	\$0	\$0	\$0
301.09-14	Professional Development	\$0	\$4,838	\$0	\$4,838	\$0	\$3,522	\$0	\$3,522	\$3,522	73%	\$0	\$1,316	\$0	\$1,316
301.10-14	Computer & Network Maintenance	\$6,500	\$5,030	\$0	\$11,530	\$3,743	\$2,639	\$0	\$6,382	\$6,382	55%	\$2,757	\$2,391	\$0	\$5,148
301.13-14	Census Data	\$0	\$2,385	\$0	\$2,385	\$0	\$79	\$0	\$79	\$79	3%	\$0	\$2,306	\$0	\$2,306
301.14-14	Federal Planning Requirements	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	N/A	\$0	\$0	\$0	\$0
301.15-14	Computer Model Operation and Support	\$150,000	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	0%	\$150,000	\$0	\$0	\$150,000
301.16-14	Oahu Regional Transportation Plan	\$0	\$27,370	\$46,624	\$73,994	\$0	\$22,912	\$0	\$22,912	\$22,912	31%	\$0	\$4,458	\$46,624	\$51,082
301.17-14	Transportation Improvement Program	\$0	\$57,213	\$6,455	\$63,668	\$0	\$52,623	\$0	\$52,623	\$52,623	83%	\$0	\$4,590	\$6,455	\$11,045
301.18-14	Transportation Alternatives Program Coordination	\$0	\$6,229	\$0	\$6,229	\$0	\$2,759	\$0	\$2,759	\$2,759	44%	\$0	\$3,470	\$0	\$3,470
302.01-14	Overhead (Indirect Costs)	\$116,965	\$0	\$0	\$116,965	\$82,142	\$0	\$0	\$82,142	\$82,142	70%	\$34,823	\$0	\$0	\$34,823
Total		\$7,930,895	\$613,035	\$697,733	\$9,241,663	\$869,745	\$401,306	\$55	\$1,271,106	\$4,762,835	52%	\$3,703,957	\$128,440	\$646,431	\$4,478,828

Funding Issues in FY 2014

OahuMPO was challenged by a series of funding issues in FFY 2014 which significantly hindered the agency's ability to complete its mission.

First, following endorsement of the FYs 2014-2015 OWP by the OahuMPO Policy Committee on July 10, 2013, the document was sent, through HDOT, to FHWA and FTA for their approval. However, a July 15, 2013 letter from the HDOT Director stated, in part: "OahuMPO has failed to clearly provide the nexus of planning objectives and details of the projects, follow procedures, and provide for the transparency and coordination in the process..." and "Until I receive responses to the issues raised, I cannot, regardless of the OahuMPO PC approval and your direct submittal to the FHWA and FTA, sign the FY 2014-2015 OWP." HDOT's primary objections, based on a July 1 letter from the HDOT Director, appeared to be:

- **202.02-14 Central Oahu Transportation Study** – "HDOT continues to not support this \$520,860 work element since there isn't an acceptable justification and clear objective in terms of HSTP Goals and Objectives, Priorities or the OahuMPO Programs, such as the Congestion Management Process."
- **301.18-14 Bicycle & Pedestrian Coordination & Transportation Alternatives Program** – "HDOT supports this work element only for the administration and management of the Transportation Alternative Program. HDOT does not support the effort towards the work towards these specific modes, bicyclists and pedestrians. 23 CR 450.316 does not specifically require this."
- **OahuMPO did not follow procedures in the development of the OWP** – HDOT contended that the Policy Committee added two projects to the OWP after the call-for-projects phase of development had been completed.

It is the OahuMPO Executive Director's opinion that these objections were fundamentally rooted in a misunderstanding and legal inconsistency between Hawaii State law and Federal law governing MPO operations. OahuMPO is attached to HDOT "for administrative purposes only," as stated in the Hawaii Revised Statute §279E-2. Hawaii State law¹ gives the Director of a State agency broad authority over any attached agency. However, it is clearly the intent of Federal law that the Policy Board of an MPO act as the decision-making body for the agency. These legal contradictions put OahuMPO staff in a very difficult position attempting to serve two masters. The OahuMPO Executive Director, working with the local FHWA Division Office, attempted to educate HDOT regarding the MPO process as mandated by federal law. The OWP was eventually forwarded and FHWA and FTA jointly approved the document on September 6, 2013; however, the end result was a two month delay in start of the obligation process for OahuMPO's funding.

On November 1, 2014, OahuMPO staff was informed that HDOT would not be providing local match to support the following OWP projects "due to incomplete information and unjustified work...":

- 202.02-14 Central Oahu Transportation Study
- 301.18-14 Transportation Alternatives Program"²

In response, OahuMPO staff developed Revision #2 to the FYs 2014-2015 OWP which included a proposal to delete the Central Oahu Transportation Study from the approved OWP. The Transportation Alternatives Program is a Federal requirement.³ However, when the OahuMPO Policy Committee considered the revision on December 19, 2013, they approved all the changes proposed in Revision #2 except the deletion of the Central Oahu Transportation Study. The OahuMPO Executive Director and OahuMPO Policy Board Chair again attempted to work with HDOT and the FHWA Hawaii Division Administrator to clarify that it is within the authority of the OahuMPO Policy Committee and not the state department of transportation to approve and implement the MPO work plan.

On December 16, 2013, the Federal Highway Administration Hawaii Division Administrator and Federal Transit Administration Regional Administrator jointly issued two letters, one to the OahuMPO Policy Committee Chair and the other to the HDOT Director, clarifying that:

¹ See Hawaii Revised Statutes §26-35

² Letter to OahuMPO Policy Board Chair from HDOT Director, November 27, 2013

³ See 23 U.S.C. Sec. 213(c)(4)(A)

- "By law, the MPO is the decision maker on the use of federal-aid transportation funds in metropolitan planning areas."
- "...23 U.S.C. 104(d)(1)(A) requires that federal-aid monies apportioned to a state for MPO functions 'shall be made available by the state to the metropolitan planning organization...'"
- "The expectation under federal statute and regulations is that all parties in the transportation planning process work under a '3-C', i.e., cooperative, continuing, and comprehensive process, that when practiced by all parties should forestall such a budget crises."
- "The Policy Committee, as the decision-making body, may add and delete projects including planning studies within the documented windows before the final public review period...."
- "Planning studies that can be undertaken by MPOs include but are not limited to regional, corridor-specific, and local areas, and cover routes and facilities operated by state and local governments."
- "Ultimately, it is the determination of the MPO to decide the details and processes of its TAP program."

On February 7, 2014, OahuMPO staff received word that HDOT would release the agency's FY 2014 funding.

On February 14, 2014, OahuMPO staff was advised that the agency's funding would be obligated except for the Central Oahu Transportation Study. Staff from the FHWA Hawaii Division Office worked with HDOT staff to address any remaining concerns.

On February 26, 2014, FHWA received HDOT's grant request for OahuMPO.

On February 28, 2014, OahuMPO received its final FY 2013 audit report, which contained no findings or corrective actions. It did however include a management letter in which the auditor made a number of suggestions regarding potential operational improvements for OahuMPO to consider, including procedure updates, developing procurement procedures, using unspent local share from previous years to offset local share requirements in subsequent years, using earned interest to offset local match requirements, and taking steps to ensure sufficient in-kind contributions are available before starting any project using in-kind services as local match.

In response to the management letter, on March 14, 2014, OahuMPO staff received a letter from HDOT stating that:

1. OahuMPO should conduct a review of its OWP Process and Procedures document and propose revisions that consider HDOT's concerns;
2. HDOT will require, moving forward, that OahuMPO review and reassess projects that have not yet been started or completed on an annual basis, and that projects not deemed viable be removed;
3. HDOT rescinded the OahuMPO Executive Director's procurement authority, effective immediately;
4. The Executive Director's procurement authority will be re-evaluated once he has retaken six procurement classes offered by the State Procurement Office;
5. All OahuMPO Requests for Proposals will be reviewed by HDOT before being published and all proposals will be received by their Contracts Office;
6. All selection and evaluation committee members will require approval of the HDOT Director
7. Unspent local match from previous years would be used to offset the local match requirement for FY 2014 and the remaining balance would be returned to the jurisdiction from which it originated, effectively de-obligating approximately \$1.4 million in federal funds previously approved by the OahuMPO Policy Committee (see page 11 for more details);
8. Earned interest is to be considered additional local match, but, for now, would remain in the OahuMPO account to facilitate cash flow;
9. OahuMPO's management should re-evaluate process and procedures to determine whether in-kind contributions will be sufficient as required for Federal matching grants

Of these actions, the most damaging to OahuMPO's ability to carry out its mission was the unilateral withdrawal of local matching funds (#7). The reason cited by the HDOT Deputy Director for the withdrawal was Act 134 of Sessions Law of Hawaii 2013 which states in the sections numbered 57-59 that non-general fund appropriations for capital improvement projects tied to federal aid financing and/or reimbursement must be lapsed within seven years of enactment, as shown in this chart:

Act 134 Sessions Law of Hawaii 2013

Section Number	Capital Improvement Appropriations from:	Shall lapse:
57	2007-2008	June 30, 2014
58	2009-2010	June 30, 2016
59	2011-2012	June 30, 2018

However, the law stipulates that it applies to appropriations for capital improvement projects. General regional planning and operations of OahuMPO are not tied to a specific capital improvement projects, therefore the law would not appear to apply in the case of local funds being used to match OahuMPO's Federal planning grants. Also, the law clearly stipulates that a capital improvement appropriation from 2011-2012 will not lapse until 2018. It remains unexplained as to why all of OahuMPO's unencumbered local matching funds older than FY 2014 were withdrawn in 2014.

The withdrawal of the local matching funds deprived OahuMPO of significant financial resources (over \$1.7 million when local matching funds are included), which the agency was counting on to complete its mission. More specifically, the following work elements were impacted:

- **201.04-13 Title VI & Environmental Justice Monitoring** – OahuMPO's Title VI & Environmental Justice analyses continue to use data from the 2000 Census. A primary goal of this project was to update the geo-spatial databases using the 2010 Census, but so far OahuMPO has been unable to re-obligate the funding for this project.
- **OahuMPO Legal Review (To be funded with Consultant funds under 301.04 Federal Planning Requirements)** – This project was developed in response to the corrective action in the FY 2011 Federal Certification Review and was intended to compare and contrast the various Federal, State, and Local laws relating to OahuMPO, and develop recommendations on how best to make them all consistent.
- **Performance Based Planning Requirements (to be funded with consultant funds under 301.04 Federal Planning Requirements)** – MAP-21 required MPOs to move to performance based planning. OahuMPO staff developed, and the Policy Committee approved, regional goals and objectives (what we want to measure), but how the performance is measured remains to be determined. Staff had been counting on these funds to procure consultant assistance in this area.
- **301.15 Travel Demand Forecasting Model (TDFM) (consultant funds)** – OahuMPO has been without a modeler since the departure of its previous Senior Planner in FY 2013. Staff had anticipated contracting with a firm to provide modeling services in FY 2014, but was not able to complete the contract without the necessary funds. Fortunately, the development of the most recent TIP did not require new modeling because all projects had been previously modeled. In addition, the City & County requested assistance in procuring a consultant to trouble-shoot the new Land Use Model, the output of which is critical to the development of TDFM forecast models. The withdrawal of local matching funds deprived OahuMPO of over \$250,000 in modeling resources, some of which could have been used to help in the development of future land-use forecasts, a critical-path item in the development of the next Oahu Regional Transportation Plan.
- **301.16 Oahu Regional Transportation Program (consultant funds)** – OahuMPO had been purposely "banking" funds to help with the update to the ORTP, but those funds are now gone. Staff continues to try to complete components of the ORTP and program consultant funds as able and needed, but the project is significantly behind schedule and additional consultant funds would be very helpful.

In addition to the impacts to the specific projects above, taking away resources from on-going work elements such as Program Support & Administration (301.01), Overhead (302.01), and Support for the Citizen Advisory Committee (301.04) deprived the agency of operating cash and created a situation in which current year funds must constantly be adjusted to meet the demands of individual work elements. The chart on the next page shows the amount of funding lost as a result of this unilateral withdrawal of local matching funds.

Work Element Federal Funding Balances Deobligated in FFY 2014								
WE #	Work Element Title	2009	2010	2011	2012	2013	Total Federal Funds Deobligated	Total Funds (including local match) Withdrawn
301.01	Program Support & Administration		\$9		\$85,308	\$91,658	\$176,975	\$221,218
301.02	General Tech Assistance & Planning Support		\$9	\$7	\$20,218	\$50,173	\$70,407	\$88,008
301.03	Overall Work Program		\$23	\$6,661	\$30,754	\$50,362	\$87,799	\$109,749
301.04	Support for Citizen Advisory Committee		\$0	\$44,085	\$44,766	\$34,259	\$123,111	\$153,889
301.05	Audit (Staff)		\$2	\$4	\$6,456	\$23,239	\$29,702	\$37,127
	Audit (Consultants)				\$2,400	\$17,600	\$20,000	\$25,000
301.08	Disadvantaged Business Enterprise			\$6,568	\$4,618	\$2,526	\$13,712	\$17,139
301.09	Professional Development				\$6	\$11	\$18	\$22
301.10	Computer & Network Maintenance (Staff)				\$702	\$2,392	\$3,094	\$3,868
	Computer & Network Maintenance (Consultant)				\$59	\$3,483	\$3,542	\$4,427
301.13	Census Data				\$5,551	\$1,058	\$6,609	\$8,262
301.14	Federal Planning Requirements (Staff)	\$29,680	\$38,080	\$16,498	\$3,788	\$7,579	\$95,625	\$119,531
	Federal Planning Requirements (Consultants)		\$40,660	\$126,860			\$167,520	\$209,400
301.15	Travel Demand Forecasting Model (Staff)	\$12,210	\$15,600	\$19,200	\$8,811	\$8,438	\$64,259	\$80,324
	TDFM (Consultants)				\$95,204	\$120,000	\$215,204	\$269,005
301.16	Oahu Regional Transportation Plan (Staff)			\$45,033	\$33,815	\$56,605	\$135,453	\$169,317
	ORTP (Consultants)					\$120,000	\$120,000	\$150,000
301.17	Transportation Improvement Program				\$2,632	\$54,300	\$56,932	\$71,165
301.18	Bicycle-Pedestrian Coordination					\$1,488	\$1,488	\$1,860
302.01	Overhead					\$26,549	\$26,549	\$33,187
	Total	\$41,890	\$94,383	\$264,916	\$345,089	\$671,721	\$1,417,999	\$1,772,499

Finally, in August 2014, OahuMPO staff was notified that the agency's encumbered Federal appropriation funds had been frozen by staff at the Department of Accounting and General Services or Business and Finance due to an outdated appropriation code. This resulted in an inability for OahuMPO to award contracts or encumber contract funds for a period of four months. Reinstatement of the funds required the Governor's signature, which was delayed when the first forms were lost and had to be re-done. The Federal funds were reinstated on December 22, 2014.

All of these incidents, individually and collectively, resulted in severe delays and restrictions to the implementation of the FY 2014 work elements. Specific impacts are noted in the status reports that follow.

Looking ahead, it is the desire of OahuMPO staff to avoid reoccurrences of these kinds. In July 2014, OahuMPO underwent a joint FHWA/FTA certification review. The corrective actions of that review address, in one aspect or another, the fundamental issues that led to the funding issues of FY 2014. The corrective actions include:

1. Revising HRS 279 to ensure appropriate authority for OahuMPO to comply with Federal laws;
2. Revising the 2008 Comprehensive Agreement to reflect a 3-C multimodal transportation planning process, including defining a funding structure of OahuMPO, including member contributions;
3. Developing and signing supplemental agreements with individual MPO member agencies to specify roles and responsibilities, including an administrative agreement and a financial agreement;
4. Developing bylaws for the Policy Board and the Technical Advisory Committee;
5. Identifying and documenting procedures for the development of key planning products, including the OWP; and
6. Reformatting the OWP to better document all planning studies.

By addressing these and the other corrective actions, OahuMPO will be making significant strides toward stabilizing its funding and avoiding similar funding uncertainty in the future.

The Work Elements

The pages that follow provide the status of each work element in more detail than the tables on the previous pages. The projects are listed in numerical order by their work element number. 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 2014 OWP. It does not necessarily present a complete financial accounting picture. OahuMPO does annually prepare accounting documents to track funds more precisely, and provides those documents to the appropriate federal oversight agency.

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

Task No.	Estimated Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date
1	01/2009	01/2009	Topographic survey & boundary study	100%
2	10/2009	12/2011	Engineering assessment & planning	100%
3	11/2010		Parcel mapping & descriptions	75%

Progress, Issues, and Discussion:

The consultant has completed the final topographical plans and CDs. The contractor found most of the brass disk survey monuments along the roadway. They also found many of the intermediate stations have been destroyed or were missing. As of September 2014, the contractor had completed the installation of about 65% of the missing or damaged disks and is expected to complete the entire roadway in December 2014.

FFY 2014 Financial Summary (Cumulative)				
Contract Services	Total	FTA 5303	FHWA-PL	Local Match
Contract Services Funding Programmed (FY 2007)	\$1,000,000	\$0	\$800,000	\$200,000
Contract Services Funding Expended (Cumulative)	\$861,468	\$0	\$689,174	\$172,294
Contract Services Funding Balance	\$138,532	\$0	\$110,826	\$27,706
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 (FY 2007)	\$1,000,000	\$0	\$800,000	\$200,000
Total Funding Expended (Cumulative)	\$861,468	\$0	\$689,174	\$172,294
Total Funding Balance	\$138,532	\$0	\$110,826	\$27,706

203.75-09/14: Ewa Impact Fees for Traffic & Roadway Improvements Update Study

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

Progress, Issues, and Discussion:

Most tasks of this project have been completed. However, the City & County of Honolulu requested an additional \$15,052 in funding (\$12,042 Federal + \$3,010 Local) to have more Project Advisory Committee meetings to resolve remaining issues and finalize a draft ordinance. Those funds were approved by the Policy Committee February 10, 2014 and are included in the financial summary below. City Purchasing is working on the contract amendment to include the additional meetings for which the additional funds were requested.

FFY 2014 Financial Summary (Cumulative)				
Contract Services	Total	FTA 5303	FHWA-PL	Local Match
Contract Services Funding Programmed (FY 2009 + 2014)	\$415,052	\$0	\$332,042	\$83,010
Contract Services Funding Expended (Cumulative)	\$336,782	\$0	\$269,426	\$67,356
Contract Services Funding Balance	\$78,270	\$0	\$62,616	\$15,654
Staff Labor Costs				
Staff Labor Funding Programmed (FY 2009)	\$0	\$0	\$0	\$0
Staff Labor Funding Expended (Cumulative)	\$0	\$0	\$0	\$0
Staff Labor Funding Balance	\$0	\$0	\$0	\$0
Total				
Total Funding Programmed (2009)	\$415,052	\$0	\$332,042	\$83,010
Total Funding Expended (Cumulative)	\$336,782	\$0	\$269,426	\$67,356
Total Funding Balance	\$78,270	\$0	\$62,616	\$15,654

203.77-09: Short-Range Transit Service Operations Plan

Task No.	Estimated Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date
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%
2	2/2010	5/2010	DTS' consultant to identify capacity constraints affecting transit service quality and efficiencies in each transit mode	100%
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%
4	7/2010	2/2011	DTS' consultant to evaluate and prioritize alternative implementing actions	100%
5	9/2010		DTS' consultant to prepare and execute a public participation plan	100%
6	9/2010	3/2011	DTS' consultant to prepare reports that document this effort	100%

Progress, Issues, and Discussion:

This project was completed in FY 2013. As of the end of FY 2013, the final invoice had not yet been submitted to OahuMPO for reimbursement. Final payment and project close-out was expected to occur in FY 2014, however, the consultant is not compliant with the Hawaii State Tax Office. The consultant has been working to come into compliance so that the final invoice can be paid, but as of the end of FY 2014, they were not compliant.

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

FFY 2014 Financial Summary (Cumulative)					
Contract Services	Total	FTA 5303	FHWA-PL	Local Match	Supplemental Local Match
Contract Services Funding Programmed (FY 2009)	\$510,000 ⁴	\$0	\$408,000	\$102,000	\$0
Contract Services Funding Expended (FYs 2009 – 2014)	\$497,381	\$0	\$397,905	\$99,476	\$0
Contract Services Funding Balance	\$12,619	\$0	\$10,095	\$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	\$540,345	\$0	\$397,905	\$99,476	\$42,964
Total Funding Balance	\$99,655	\$0	\$10,095	\$2,524	\$87,036

⁴ Consultant contract was for \$500,000

203.79-10/13: Honolulu Urban Core Parking Master Plan

Task No.	Estimated Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date
1	10/10	12/10	Project management	100%
2	10/10	11/11	Parking meter technology	100%
3	10/10	12/10	Feasibility analysis of monetization	100%
4	10/10	12/10	Parking meter & financial analysis	100%
5	10/10	12/10	Update comprehensive parking study	100%
6	10/10	08/10	Condition appraisal	100%
7	06/13	12/14	Parking Rate Study (task added by amendment July 2012)	100%
8	10/10		Reimbursable account	79%

Progress, Issues, and Discussion:

DTS worked with the consultant to complete Task 7, "Parking Rate Adjustment Study". DTS has been working with the consultant to complete the task of evaluation of parking pricing in Waikiki and the urban core of Honolulu and provide parking meter rate adjustment policy proposals for future implementation in the urban core with existing smart meters and future deployment in Waikiki. The City is adding another task funded solely by the City which evaluates the best practices to manage its free and metered parking assets in Waikiki as a mean to develop a balanced supply and demand policy.

Task 7 was delayed due to the parking meter technology task (Task 2) experiencing technical difficulty with the parking meter, battery, and sensor equipment. The data from the parking meter task was used for the Parking Master Plan study. The consultant also conducted several of their own parking occupancy studies to compare against the parking meter technology data for the urban core areas, and Waikiki. The Waikiki occupancy data helped the consultant to evaluate the area and with data from comparable destination cities, provide policy proposals for the Department to consider for recommendation and implementation.

FFY 2014 Financial Summary (Cumulative)					
Contract Services	Total	FTA 5303	FHWA-PL	Local Match	Supplemental Local match
Contract Services Funding Programmed (FYs 2010 - 2013)	\$730,158 ⁵	\$0	\$526,526	\$131,632	\$72,000
Contract Services Funding Expended (Cumulative)	\$630,371	\$0	\$504,297	\$126,074	\$0
Contract Services Funding Balance	\$99,787	\$0	\$22,229	\$5,558	\$72,000
Staff Labor Costs					
Staff Labor Funding Programmed (FYs 2010 - 2013)	\$0	\$0	\$0	\$0	\$0
Staff Labor Funding Expended (Cumulative)	\$0	\$0	\$0	\$0	\$0
Staff Labor Funding Balance	\$0	\$0	\$0	\$0	\$0
Total					
Total Funding Programmed (FYs 2010 - 2013)	\$730,158	\$0	\$526,526	\$131,632	\$72,000
Total Funding Expended (Cumulative)	\$630,371	\$0	\$504,297	\$126,074	\$0
Total Funding Balance	\$99,787	\$0	\$22,229	\$5,558	\$72,000

⁵ The original project budget was \$500,004 (\$400,003 Federal + \$100,001 Local). 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). An additional \$72,000 in local funding was approved by the City & County of Honolulu in FY 2011.

203.80-10: Makakilo Traffic Study

Task No.	Estimated Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date
1	10/11	3/2012	Existing traffic operational report	100%
2	12/11		Mitigative measures	90%
3	02/12		Final traffic study	90%

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 consultant made final revisions to the Existing Traffic Operational Report and Mitigative Measures for DTS's final review. DTS returned the report to the consultant in September 2013.

The consultant revised the report to include recommendations that consider a possible extension of Makakilo Drive to H-1.

The consultant submitted their draft of the Final Traffic Study in April 2014. DTS completed its review of the final draft report and has returned it to the consultant with comments. Once the final report is approved, the processes of closing out the project will proceed.

FFY 2014 Financial Summary (Cumulative)				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed (FY 2010)	\$250,000 ⁶	\$0	\$200,000	\$50,000
Contract Services Funding Expended (Cumulative)	\$70,880	\$0	\$56,704	\$14,176
Contract Services Funding Balance	\$179,120	\$0	\$143,296	\$35,824
Staff Labor Costs				
Staff Labor Funding Programmed (FY 2010)	\$14,000	\$0	\$11,200	\$2,800
Staff Labor Funding Expended (Cumulative)	\$1,159	\$0	\$927	\$232
Staff Labor Funding Balance	\$12,841	\$0	\$10,273	\$2,568
Total				
Total Funding Programmed (FY 2010)	\$264,000	\$0	\$211,200	\$52,800
Total Funding Expended (Cumulative)	\$72,039	\$0	\$57,631	\$14,408
Total Funding Balance	\$191,961	\$0	\$153,569	\$38,392

⁶ Consultant contract was for \$200,000.

203.81-10: West Waikiki Traffic Study

Task No.	Estimated Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date
1	10/2011	5/2012	Existing traffic operational report	100%
2	12/2011	2/2013	Mitigative measures	100%
3	2/2012	11/2013	Final traffic study	100%

Progress, Issues, and Discussion:

The consultant contract has been executed. NTP was given in October 2011. This study was strongly coordinated with the Waikiki Transit Circulator Study that was conducted concurrently.

This project has been completed. The consultant submitted their final traffic study in November 2013. DTS reviewed and accepted the report. The City is in the process of closing out the contract. A final copy of the report was provided to OahuMPO.

FFY 2014 Financial Summary (Cumulative)				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed (FY 2010)	\$250,000 ⁷	\$0	\$200,000	\$50,000
Contract Services Funding Expended (Cumulative)	\$196,400	\$0	\$157,120	\$39,280
Contract Services Funding Balance	\$53,600	\$0	\$42,880	\$10,720
Staff Labor Costs				
Staff Labor Funding Programmed (FY 2010)	\$14,000	\$0	\$11,200	\$2,800
Staff Labor Funding Expended (Cumulative)	\$1,156	\$0	\$925	\$231
Staff Labor Funding Balance	\$12,844	\$0	\$10,275	\$2,569
Total				
Total Funding Programmed (FY 2010)	\$264,000	\$0	\$211,200	\$52,800
Total Funding Expended (Cumulative)	\$197,556	\$0	\$158,045	\$39,511
Total Funding Balance	\$66,444	\$0	\$53,155	\$13,289

⁷ Consultant contract was for \$200,000.

202.84-11/14: Waikiki Transit Circulator Study

Task No.	Estimated Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date
1	03/2011	05/2012	Assessment and review of existing service	100%
2	09/2012	05/2012	Identify capacity constraints	100%
3	06/2011		Identify alternative transportation system actions	100%
4	09/2012		Evaluate and prioritize alternative actions	82%*
5	05/2012		Prepare and execute a public outreach plan	81%*
6	10/2012		Prepare reports and document study	95%*

*In FY 2014 an additional \$50,000 project funding was approved by the Policy Committee.

Progress, Issues, and Discussion:

The initial project scope was largely completed in FY 2013. However, DTS requested additional Federal funds for the project to complete some additional analysis and to expand the public outreach effort. At the end of the FY 2013, a revision to the FYs 2014-2015 Overall Work Program to provide an additional \$50,000 (\$40,000 Federal + \$10,000 Local) for the project was developed by OahuMPO staff and approved by the Policy Committee, for:

- Task 3 – Identify Alternative Transportation System Actions (+\$10,000)
- Task 4 – Evaluate and Prioritize Alternative Actions (+\$10,000)
- Task 5 – Prepare and Execute a Public Outreach Plan (+\$38,000)

Additionally, \$8,000 was deleted from Task 6 – Prepare Reports and Document Study to better reflect the actual costs of the task. The total net change resulted in an increase of \$50,000 (\$40,000 Federal + \$10,000 Local) for the project.

Task 4: All work on the evaluation and prioritization of future alternatives has been substantially completed. The remaining work consists of refining the proposed actions and coordinating elements with projects being conducted by others.

Task 5: The consultant participated in a briefing of the Mayor and Transportation Committee of the City Council and the Waikiki Improvement Association on project elements. The Waikiki Transportation Stakeholder Oversight Committee met in April 2014, supported by the consultant. The consultant also briefed 5 neighborhood boards in preparation for a community meeting in March 2014 (approximately 175 people attended). The consultant prepared a targeted community survey, processed survey results, and reported by to DTS with the results.

Task 6: Deliverables were addressed by individual working papers, presentations, and handouts. Five hundred copies of the Executive Summary have been produced and distributed at various meetings.

FFY 2014 Financial Summary (Cumulative)				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed (FY 2011 + FY 2014)	\$400,000	\$0	\$320,000	\$80,000
Contract Services Funding Expended (Cumulative)	\$347,800	\$0	\$278,240	\$69,560
Contract Services Funding Balance	\$52,200	\$0	\$41,760	\$10,440
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 (FY 2011 + FY 2014)	\$400,000	\$0	\$320,000	\$80,000
Total Funding Expended (Cumulative)	\$347,800	\$0	\$278,240	\$69,560
Total Funding Balance	\$52,200	\$0	\$41,760	\$10,440

203.82-11: Separate Left-Turn Phase Alternatives Study

Task No.	Estimated Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date
1	10/2011	12/2012	Historical and empirical data collection	100%
2	12/2011		Evaluate data and formulate strategies	80%
3	05/2012		Report and recommendations	60%

Progress, Issues, and Discussion:

Consultant selection was completed by October 2011. Contracting process was completed in June 2012. NTP was sent to the consultant on July 2, 2012.

The consultant submitted a working draft of the Left-Turn Warrant Guidelines in December 2012. The consultant worked extensively to contact other DOT's to determine what their current guidelines and standards are. DTS met with the consultant in June of 2013 to discuss the results of their research on the guidelines in other jurisdictions nationwide. As of the end of FY 2013, the consultant was still revising the guidelines based on the findings.

The consultant sent DTS a second draft of the final report in June 2014, which is being reviewed. DTS is working with the consultant to prepare guidelines for DTS to use based on their findings.

FFY 2014 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 (Cumulative)	\$73,800	\$0	\$59,040	\$14,760
Contract Services Funding Balance	\$26,200	\$0	\$20,960	\$5,240
Staff Labor Costs				
Staff Labor Funding Programmed (FY 2011)	\$18,130	\$0	\$14,504	\$3,626
Staff Labor Funding Expended (Cumulative)	\$2,051	\$0	\$1,641	\$410
Staff Labor Funding Balance	\$16,079	\$0	\$12,863	\$3,216
Total				
Total Funding Programmed (FY 2011)	\$118,130	\$0	\$94,504	\$23,626
Total Funding Expended (Cumulative)	\$75,851	\$0	\$60,681	\$15,170
Total Funding Balance	\$42,279	\$0	\$33,823	\$8,456

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

Task No.	Estimated Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date
1	10/2011	12/2012	Sub-area corridor analysis	100%
2	1/2012		Alternative mitigative measures	95%
3	05/2012		Public meetings	20%

Progress, Issues, and Discussion:

Consultant selection was completed in October 2011. The contracting process was completed in June 2012. NTP was sent to the consultant on July 20, 2012.

The consultant completed the sub-area corridor analysis in March 2013, and submitted the first-draft Alternative Mitigative Measures report in August 2013. DTS reviewed the report.

In FY 2014, the consultant completed the Sub Area Corridor Analysis, Alternative Mitigative Measures, report, and conceptual plans to present to the community. The consultant has finalized cost estimates and final design plans. DTS is currently waiting for the area representatives to conduct a community meeting and present the proposed plans to the community. The consultant will then submit their final report.

FFY 2014 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 (Cumulative)	\$120,450	\$0	\$96,360	\$24,090
Contract Services Funding Balance	\$36,550	\$0	\$29,240	\$7,310
Staff Labor Costs				
Staff Labor Funding Programmed (FY 2011)	\$14,531	\$0	\$11,625	\$2,906
Staff Labor Funding Expended (Cumulative)	\$3,315	\$0	\$2,652	\$663
Staff Labor Funding Balance	\$11,216	\$0	\$8,973	\$2,243
Total				
Total Funding Programmed (FY 2011)	\$171,531	\$0	\$137,225	\$34,306
Total Funding Expended (Cumulative)	\$123,765	\$0	\$99,012	\$24,753
Total Funding Balance	\$47,766	\$0	\$38,213	\$9,553

201.01-12: Traffic Signal Prioritization Methodology

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

Progress, Issues, and Discussion:

The project manager has not provided a semi-annual status report to OahuMPO.

FFY 2014 Financial Summary (Cumulative)				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed (FY 2012)	\$170,000	\$0	\$136,000	\$34,000
Contract Services Funding Expended (Cumulative)	\$77,900	\$0	\$62,320	\$15,580
Contract Services Funding Balance	\$92,100	\$0	\$73,680	\$18,420
Staff Labor Costs				
Staff Labor Funding Programmed (FY 2012)	\$22,153	\$0	\$17,722	\$4,431
Staff Labor Funding Expended (Cumulative)	\$0	\$0	\$0	\$0
Staff Labor Funding Balance	\$22,153	\$0	\$17,722	\$4,431
Total				
Total Funding Programmed (FY 2012)	\$192,153	\$0	\$153,722	\$38,431
Total Funding Expended (Cumulative)	\$77,900	\$0	\$62,320	\$15,580
Total Funding Balance	\$114,253	\$0	\$91,402	\$22,851

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

Task No.	Estimated Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date
1	3/2011	5/2011	Project management and administration	100%
2	10/2010	5/2011	On-site initial consultation	100%
3	3/2011	5/2011	System-level design re-specification	100%
4	4/2011	6/2013	Conversion to UrbanSim 4.x software	100%
5	7/2011	6/2012	Sub-model specification, estimation, and calibration	100%
6	9/2011	6/2012	Validation	100%
7	10/2011	9/2012	Application scenario demonstration	100%
8	12/2011	9/2012	Documentation and training	100%

Progress, Issues, and Discussion:

Work element (WE) 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 was plagued by technical difficulties and the loss of a key staff member for the consultant. However, work on the project was completed by July 2013.

In FY 2013, the consultant was initially not compliant with the Hawaii Department of Taxation, so final payment and project close-out could not occur. It took some time for the consultant to become compliant, and it resulted in a delay of final payment until FFY 2014.

Final project payment and close out occurred in FFY 2014.

FFY 2014 Financial Summary (Cumulative)				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed (FY 2009)	\$200,000	\$0	\$160,000	\$40,000
Contract Services Funding Expended (Through FY 2014)	\$200,000	\$0	\$160,000	\$40,000
Contract Services Funding Balance	\$0	\$0	\$0	\$0
Staff Labor Costs				
Staff Labor Funding Programmed (FYs 2009 + 2012)	\$69,028	\$0	\$55,222	\$13,806
Staff Labor Funding Expended (Through FY 2014)	\$36,447	\$0	\$29,158	\$7,289
Staff Labor Funding Balance	\$32,581	\$0	\$26,064	\$6,517
Total				
Total Funding Programmed	\$269,028	\$0	\$215,222	\$53,806
Total Funding Expended	\$236,447	\$0	\$189,158	\$47,289
Total Funding Balance	\$32,581	\$0	\$26,064	\$6,517

205.01-12: OahuMPO Planning Process Review

Task No.	Estimated Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date
1	7/2011	4/2012	Procure consultant services	100%
2	7/2011	8/2013	Data gathering and review existing conditions	100%
3	8/2011	6/2012	Interview staff, participating agency staff, Citizen Advisory Committee members, Policy Committee members, and staff from potential partner agencies	100%
4	11/2011	9/2012	Review best practices of other MPOs	100%
5	N/A	2/2014	Technical Memorandum 1 – documentation of background, review, issues, and opportunities	100%
6	11/2012	5/2014	Visioning – develop draft vision, goals, and objectives for OahuMPO	100%
7	1/2012	7/2014	Implementation review – solicit feedback on draft vision, goals, and objectives	100%
Note: In July 2014, FHWA and FTA conducted a joint Federal certification review of OahuMPO. The remainder of this scope-of-work, which was originally developed in response to the previous (2011) certification review, was modified, as shown below, to allow the consultant to address the 2014 certification review results.				
8	4/2012	N/A	Develop draft list of recommended policies, procedures, practices, and MPO performance measures	0%
9	5/2012	N/A	Intergovernmental and public review	0%
10	6/2012	N/A	Final document	0%
8	11/2014		Develop Draft Implementation Plan regarding how OahuMPO will address the Federal corrective actions	65%
9	2/2015		Implementation plan meetings – consultant will conduct up to five meetings to discuss the findings of the initial implementation plan	15%
10	3/2015		Final Implementation Plan development and documentation	30%
11	12/2014		Draft Comprehensive Agreement and Bylaws Framework	80%
12	2/2015		Frameworks for Supplemental Agreements and Funding Structure	20%
13	5/2015		Final Comprehensive Agreement and Bylaws	0%
14	5/2015		Final Supplemental Agreements	0%

Progress, Issues, and Discussion:

This project was developed to respond to the 2011 joint Federal certification review of OahuMPO. Consultant services were procured and the project kick-off was held in April 2012. Following that, the consultant conducted individual interviews with OahuMPO staff members and with other stakeholders, such as members of the Technical Advisory Committee (TAC), the Citizen Advisory Committee (CAC), the Policy Committee, and relevant Federal agencies. The contract lapsed in April 2013.

While the re-procurement of a new consultant was being done, OahuMPO staff completed Task 4: Review of Best Practices of Peer MPOs. A total of seven interviews were conducted with Executive Directors of best-practice MPOs.

The final report from the 2011 Federal certification review was received in May 2013. Re-procurement of consulting services was completed in August 2013. However, early in 2014, OahuMPO was informed that a new joint Federal certification review of OahuMPO would be conducted in mid-2014. The consultant finished

documenting the background, issues, and opportunities (i.e., Technical Memo 1) and from that developed draft vision and goals (i.e., Technical Memo 1.2). Both documents were used by the Federal review team. Between May and September, 2014, the consultant was asked to stop work on the project by OahuMPO staff while the joint Federal certification review was conducted. Following the receipt of the final 2014 joint Federal certification review report in September 2014, the consultant's contract and scope-of-service was reviewed and revised to allow them to assist OahuMPO staff in addressing the Federal corrective actions.

At the close of FFY 2014, the consultant was working closely and extensively with OahuMPO staff to help develop a draft bill to revise Hawaii Revised Statute 279E, develop a new comprehensive agreement, committee bylaws, and needed supplemental agreements, as per the 2014 Federal corrective actions.

FFY 2014 Financial Summary (Cumulative)				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed (FFY 2012)	\$253,220	\$0	\$202,576	\$50,644
Contract Services Funding Expended (FFYs 2012 - 2014)	\$133,002	\$0	\$106,402	\$26,600
Contract Services Funding Balance	\$120,218	\$0	\$96,174	\$24,044
Staff Labor Costs				
Staff Labor Funding Programmed (FFY 2012)	\$46,253	\$0	\$37,002	\$9,251
Staff Labor Funding Expended (FFYs 2012 - 2014)	\$36,233	\$0	\$28,986	\$7,247
Staff Labor Funding Balance	\$10,020	\$0	\$8,016	\$2,004
Total				
Total Funding Programmed (FFY 2012)	\$299,473	\$0	\$239,578	\$59,895
Total Funding Expended (FFYs 2012 - 2014)	\$169,235	\$0	\$135,388	\$33,847
Total Funding Balance	\$130,238	\$0	\$104,190	\$26,048

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

Task No.	Estimated Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date
1	10/2011	10/2012	Procure consultant services	100%
2	11/2011	1/2013	Survey existing websites (for ideas, inspiration, limitations, what works, and what does not work)	100%
3	11/2011	1/2013	Solicit input (including public, CAC, TAC, and OahuMPO staff) regarding existing website performance	100%
4	11/2011	2/2013	Develop criteria for new website functionality	100%
5	11/2011	3/2013	Coordinate OahuMPO functionality criteria with technical feasibility from consultant (rectify what is possible with what is not possible)	100%
6	2/2012	4/2013	Design new website (graphics, structure, page content, layouts, etc.)	100%
7	5/2012	5/2013	Build website, input pages, write code	100%
8	6/2012	6/2013	Deploy, on a test link, new website for review and debugging	100%
9	6/2012	6/2013	Deploy final website	100%

Progress, Issues, and Discussion:

The project was completed in FFY 2013 and the new website is operational. Final payment and project close-out occurred in FFY 2014.

The difference between the actual completion dates shown above versus the original expected completion dates is primarily explained by underestimating how long the consultant procurement process (Task 1) would take. OahuMPO staff has adjusted their procurement process estimations.

FFY 2014 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	\$99,841	\$0	\$79,873	\$19,968
Contract Services Funding Balance	\$159	\$0	\$127	\$32
Staff Labor Costs				
Staff Labor Funding Programmed	\$18,975	\$0	\$15,180	\$3,795
Staff Labor Funding Expended	\$14,105	\$0	\$11,284	\$2,821
Staff Labor Funding Balance	\$4,870	\$0	\$3,896	\$974
Total				
Total Funding Programmed	\$118,975	\$0	\$95,180	\$23,795
Total Funding Expended	\$113,946	\$0	\$91,157	\$22,789
Total Funding Balance	\$5,029	\$0	\$4,023	\$1,006

206.01-12: Emergency Evacuation Plan

Task No.	Estimated Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date
1	09/2011	03/2013	Gap analysis	100%
2	03/2012	03/2013	Field work for Geographic Area Evacuation Route Plan (various)	100%
3	09/2012	06/2013	Plan development for Geographic Area Evacuation Route Plan (various); includes private road analysis	100%
4	09/2012	6/2013	Geographic Information System (GIS) mapping effort	100%
5	12/2012		Public outreach effort	67%
6	9/2012		Summary Report	20%

Progress, Issues, and Discussion:

The project is underway.

The consultant is compiling site data and plotting proposed evacuation route plans into GIS mapping.

The consultant has prepared evacuation maps, including detailed travel routes leading to refuge sites with recommended boundary signage locations. The consultant is keeping in close contact with the Tsunami Advisory Group (TsAG) members and other subject matter experts who are currently reviewing the existing evacuation zones, and using new technologies to improve the tsunami modeling so that their findings can be incorporated into the project plan.

The consultant has compiled and developed background data for use as the basis for the Public Outreach effort, and is incorporating new Extreme Tsunami Evacuation Zone into project to reflect the new 3-tier vs. 2-tier zone.

FFY 2014 Financial Summary (Cumulative)				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed (FY 2012)	\$500,000	\$0	\$400,000	\$100,000
Contract Services Funding Expended (Cumulative)	\$354,478	\$0	\$283,582	\$70,896
Contract Services Funding Balance	\$145,522	\$0	\$116,418	\$29,104
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 (FY 2012)	\$500,000	\$0	\$400,000	\$100,000
Total Funding Expended (Cumulative)	\$354,478	\$0	\$283,582	\$70,896
Total Funding Balance	\$145,522	\$0	\$116,418	\$29,104

201.04-13/14: Title VI & Environmental Justice Monitoring

Task No.	Estimated Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date
1	12/2012		Procure consultant services	90%
2	6/2013		Update Title VI & Environmental Justice (T6/EJ) populations from the 2010 Census and other available resources	0%
3	7/2013		Refine and/or update OahuMPO's T6/EJ performance measures	0%
4	8/2013		Identify and analyze various potential T6/EJ analysis tools for use by OahuMPO; document the analysis	0%
5	4/2014		Either update OahuMPO's current GIS analysis tool or build a new one based on the analysis performed in Task 3	0%
6	5/2014		Evaluate the current ORTP and TIP using the updated performance measures; document the analysis	0%
7	6/2014		Document the T6/EJ evaluation procedures and provide OahuMPO staff with sufficient training to become familiar with the use of the revised analysis tools	0%

Progress, Issues, and Discussion:

The RFP was developed and released. Proposals from interested consulting firms were received and evaluated according to State procurement law. Negotiations with the top-ranked firm began.

The loss of OahuMPO's Senior Planner delayed the release of the RFP. Other staff members tried to work on the project in addition to their regular programmed tasks.

The programmed funds from FFY 2013 included sufficient OahuMPO staff time to complete the procurement process and the consultant's portion of the project budget. In FFY 2014, additional OahuMPO staff time was programmed to allow for project management and oversight.

During the negotiation process, OahuMPO staff was informed that DTS's Transit Division may have already completed Task 2. OahuMPO staff contacted DTS to obtain a copy of their work. However, it took four months for DTS to complete their project, approve the final report, and provide a copy to OahuMPO further delaying project initiation. Upon inspection, it appeared that the DTS product was insufficient for OahuMPO's purposes, but it could be used and built upon for this project. Task 2 remains a part of the project scope.

In March 2014, as the contracting process was underway, OahuMPO was informed that the local match for the FFY 2013 project budget was being withdrawn (see pages 8 -12 for more details). This included the consultant portion of the budget. At the end of FFY 2014, the consultant budget had still not been reprogrammed. OahuMPO staff continues to look for opportunities to reprogram the consultant portion of the project budget and complete this project.

FFY 2014 Financial Summary				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed ⁸	\$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	\$32,204	\$0	\$25,763	\$6,441
Staff Labor Funding Expended	\$2,044	\$0	\$1,635	\$409
Staff Labor Funding Balance	\$30,160	\$0	\$24,128	\$6,032
Total				
Total Funding Programmed	\$32,204	\$0	\$25,763	\$6,441
Total Funding Expended	\$2,044	\$0	\$1,635	\$409
Total Funding Balance	\$30,160	\$0	\$24,128	\$6,032

⁸ In FY 2013, \$208,720 (\$200,000 for consultant and \$8,720 for staff) was programmed for this project. However, in March 2014, OahuMPO staff was informed that the local match for all unencumbered obligations older than 2014 was being withdrawn, effectively de-obligating these project funds. This table shows only the additional staff time budget that was approved in FY 2014.

202.01-13: Roadway Surface Conditions Assessment & Repair Plan

Task No.	Estimated Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date
1	12/2013		Evaluate and validate required Pavement Management System tools and software	75%
2	1/2014		Develop and establish pavement management policies, procedures, and guidelines	70%
3	11/2013		Pavement condition data collection	75%
4	12/2014		Pavement modeling and reporting	35%
5	6/2014		Evaluation, training, and support	40%
6	11/2012		Stakeholder education	95%

Progress, Issues, and Discussion:

This project is underway, though no reimbursements were paid in FFYs 2013 or 2014. A request for reimbursement was received by OahuMPO in FFY 2014, but it was not processed due to cash flow constraints (see pages 8 -12 for more details).

The Department of Facility Maintenance (DFM) continues to work on the Request for Proposals for the work order system. They are also working with the consultant to determine the MicroPAVER input table and to mitigate issues and concerns over the pavement condition data. Discrepancies in the data were found by DFM staff and needed to be mitigated by the vendor. Collecting and analyzing historical data on roadway maintenance and repair work also proved to be very labor intensive, as many of the records required substantial review and validation due to concerns about their accuracy. Detailed training of DFM staff has been done regarding the process and parameters necessary to develop good models in MicroPAVER. DFM is still validating data and gathering/researching costs, etc., and is processing an RFP to document the standard operating procedures for the entire system use. There is ongoing public outreach and a continuous internal education process to keep DFM staff trained on the latest processes and procedures.

The Year 1 pavement condition summary report can be viewed here:

<http://www.oahumpo.org/wp-content/uploads/2013/02/Pavement-Condition-Report-Final.pdf>

FFY 2014 Financial Summary				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed	\$1,378,686	\$0	\$1,050,000	\$328,686
Contract Services Funding Expended	\$0	\$0	\$0	\$0
Contract Services Funding Balance	\$1,378,686	\$0	\$1,050,000	\$328,686
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	\$1,378,686	\$0	\$1,050,000	\$328,686
Total Funding Expended	\$0	\$0	\$0	\$0
Total Funding Balance	\$1,378,686	\$0	\$1,050,000	\$328,686

203.84-13: Contra-Flow Update Study

Task No.	Estimated Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date
1	12/2012	5/2014	Traffic Study Data Collection	100%
2	3/2013		Evaluate Data and Formulate Strategies	0%
3	6/2013		Report and Recommendations	0%

Progress, Issues, and Discussion:

The consultant received notice-to-proceed for this traffic study in October 2013. Since then, the consultant has completed the data collection portion of the study. At the close of the fiscal year, the consultant was packaging the data to include counts, travel time, capacity analysis, simulation outputs, deficiency identification, and recommendations. It is expected that they will submit these data collection products in December 2014.

FFY 2014 Financial Summary				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed	\$250,000	\$0	\$200,000	\$50,000
Contract Services Funding Expended	\$120,000	\$0	\$96,000	\$24,000
Contract Services Funding Balance	\$130,000	\$0	\$104,000	\$26,000
Staff Labor Costs				
Staff Labor Funding Programmed	\$8,750	\$0	\$7,000	\$1,750
Staff Labor Funding Expended	\$657	\$0	\$526	\$131
Staff Labor Funding Balance	\$8,093	\$0	\$6,474	\$1,619
Total				
Total Funding Programmed	\$258,750	\$0	\$207,000	\$51,750
Total Funding Expended	\$120,657	\$0	\$96,526	\$24,131
Total Funding Balance	\$138,093	\$0	\$110,474	\$27,619

201.02-14: OahuMPO Participation Plan Evaluation

Task No.	Estimated Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date
1	12/2013		Procure consultant services	20%
2	10/2014		Manage and support consultant	0%
3	1/2014		Review OahuMPO Participation Plan; compare to requirements of 23 CFR 450.316; document comparison	0%
4	5/2014		Conduct public outreach to determine public's knowledge of engagement opportunities; identify opportunities for improvement; particular emphasis should be placed on outreach to Title VI & Environmental Justice populations	0%
5	5/2014		Review agency input best practices from other agencies similar to OahuMPO; focus on deficiencies in Tasks 1 and 2	0%
6	6/2014		Develop improvement recommendations	0%
7	8/2014		Draft constructive critique of existing OahuMPO Participation Plan	0%

Progress, Issues, and Discussion:

Request for Proposals (RFP) was delayed due to lack of funding available for FFYs 2014 Overall Work Program (see pages 8 -12 for more details). Once funding was secured, the RFP was drafted, reviewed, and is currently being revised and is expected to be release in January 2015.

FFY 2014 Financial Summary (Cumulative)				
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	\$150,000	\$0	\$120,000	\$30,000
Staff Labor Costs				
Staff Labor Funding Programmed	\$15,862	\$0	\$12,689	\$3,173
Staff Labor Funding Expended	\$0	\$0	\$0	\$0
Staff Labor Funding Balance	\$15,862	\$0	\$12,689	\$3,173
Total				
Total Funding Programmed	\$165,862	\$0	\$132,689	\$33,173
Total Funding Expended	\$0	\$0	\$0	\$0
Total Funding Balance	\$165,862	\$0	\$132,689	\$33,173

201.03-14: Freight Study

Task No.	Estimated Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date
1	12/2014		Survey other agencies regarding the freight data that they already routinely collect; determine which among those data are most useful for the OahuMPO planning process; develop processes/agreements for ongoing sharing of that data; identify any data gaps	0%
2	6/2015		Map significant generators and attractors of freight trips on Oahu; map truck trip data, if available	0%
3	3/2015		Converse with freight shippers to understand their needs and any existing challenges, bottleneck, or barriers to the efficient movement of freight	0%
4	6/2015		Broad discussion white paper regarding the movement of freight on Oahu, suitable for insertion into ORTP 2040 to inform that planning process	0%

Progress, Issues, and Discussion:

This work element was intended to fulfill a component of the ORTP 2040. However, with the de-obligation of all OWP funding older than 2014 (see pages 8 – 12 for more details), OahuMPO staff deemed this work element to no longer be a high priority and it was canceled. OahuMPO staff will attempt to fulfill the intent of this work element to whatever extent possible through WE 301.16 – Oahu Regional Transportation Plan.

FFY 2014 Financial Summary (Cumulative)				
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	\$12,059	\$0	\$9,647	\$2,412
Staff Labor Funding Expended	\$0	\$0	\$0	\$0
Staff Labor Funding Balance	\$12,059	\$0	\$9,647	\$2,412
Total				
Total Funding Programmed	Work Element Canceled			
Total Funding Expended				
Total Funding Balance				

202.02-14: Central Oahu Transportation Study

Task No.	Estimated Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date
1	12/2013		Procure consultant	20%
2	8/2015		Form multi-agency Project Working Group (PWG); provide PWG support as warranted	1%
3	12/2015		Manage and coordinate consultant work	0%
4	2/2014		"Brainstorming" session with PWG on Central Oahu transportation issues and potential alternatives; preliminary assessment of the feasibility and reasonableness of alternatives and selection of final set of alternatives to study	0%
5	5/2014		Define alternatives; develop purpose and need statement for each; develop conceptual designs for each that are consistent with applicable Complete Streets policies	0%
6	7/2014		Estimate future daily vehicle-miles-traveled (VMT) and other appropriate metrics with each alternative; estimate future impacts to other modes, e.g., transit, bicycle, pedestrians, and freight	0%
7	7/2014		Select appropriate evaluation techniques, based on regional transportation goals	0%
8	10/2014		Identify and quantify primary benefits of each alternative (e.g., travel time savings, VMT reductions, network connectivity, or others as identified by the PWG)	0%
9	12/2014		Identify and quantify primary costs and risks of each alternative (e.g., right-of-way acquisition, construction costs, life-cycle maintenance and operations costs, or others, as defined by the PWG); treat cost reductions as benefits	0%
10	2/2015		Develop net-benefits evaluation matrix for each project to include (but not limited to): A) Environmental and physical impacts, B) Social impacts, C) Financial feasibility	0%
11	6/2015		Develop net-benefit evaluation matrix for combinations of alternatives, as defined by the PWG, to examine interaction between individual alternatives. At a minimum, this should include all alternatives that showed positive net-benefits individually, but may also include groups of alternatives if, for example, two alternatives are located near one another and appear likely to interact	0%
12	8/2015		Achieve consensus among PWG members regarding recommendations to either drop an alternative or set of alternatives from further consideration or not; estimate level of community support for recommendations	0%
13	12/2015		Develop and execute a robust public input plan to occur throughout project development; the plan must engage the five Central Oahu Neighborhood Boards (NBs): <ul style="list-style-type: none"> • NB #26 – Wahiawa • NB #35 – Mililani Mauka/Launani Valley • NB #25 – Mililani/Waipio • NB # 22 – Waipahu • NB #21 – Pearl City 	0%
14	10/2015		Develop draft technical document and draft summary	0%

			document; summary document should be written in "plain English" that is accessible to the general public	
15	12/2015		Develop final technical document and summary document; print 25 copies of final technical document and 200 copies of final summary; provide both final documents to OahuMPO in MS Word format as well as any graphics, maps, model files, and other materials generated as part of this project	0%

Progress, Issues, and Discussion:

Request for Proposals (RFP) was delayed due to lack of funding available for FFYs 2014 Overall Work Program (see pages 8 – 12 for more details). Once funding was secured, the RFP was released, and proposals are currently being reviewed. It is anticipated that the evaluation committee will meet in January 2015 to rank all proposals, and notice-to-proceed will be given in the Spring of 2015.

FFY 2014 Financial Summary (Cumulative)				
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	\$20,860	\$0	\$16,688	\$4,172
Staff Labor Funding Expended	\$2,032	\$0	\$1,626	\$406
Staff Labor Funding Balance	\$18,828	\$0	\$15,062	\$3,766
Total				
Total Funding Programmed	\$520,860	\$0	\$416,688	\$104,172
Total Funding Expended	\$2,032	\$0	\$1,626	\$406
Total Funding Balance	\$518,828	\$0	\$415,062	\$103,766

202.03-14: Transportation Revenue Forecasting & Alternative Revenue Exploration

Task No.	Estimated Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date
1	9/2015		Procure consultant	10%
2	9/2016		Support project working group	0%
3	9/2016		Manage consultant	0%
4	9/2016		Participate in project working group	0%
5	12/2015		Forecast reasonably expected future revenues	0%
6	2/2016		Estimate average impact of existing policies on households	0%
7	6/2016		Identify and evaluate various potential alternative transportation funding sources	0%
8	9/2016		Provide a forecast of future revenue impacts of various alternative revenue policies; create matrix of implementation issues for alternative policies	0%

Progress, Issues, and Discussion:

Solicitation of qualifications for professional services was completed in June 2013. However, the lack of funding for the FFY 2014 OWP stopped the procurement process and put this project significantly behind schedule (see pages 8 – 12 for more details).

FFY 2014 Financial Summary (Cumulative)				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed	\$200,000	\$0	\$160,000	\$40,000
Contract Services Funding Expended	\$0	\$0	\$0	\$0
Contract Services Funding Balance	\$200,000	\$0	\$160,000	\$40,000
Staff Labor Costs				
Staff Labor Funding Programmed	\$23,766	\$0	\$19,013	\$4,753
Staff Labor Funding Expended	\$0	\$0	\$0	\$0
Staff Labor Funding Balance	\$23,766	\$0	\$19,013	\$4,753
Total				
Total Funding Programmed	\$223,766	\$0	\$179,013	\$44,753
Total Funding Expended	\$0	\$0	\$0	\$0
Total Funding Balance	\$223,766	\$0	\$179,013	\$44,753

203.05-14: Complete Streets Implementation Plan

Task No.	Estimated Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date
1	6/2014	6/2014	Procure consultant	100%
2	7/2014	7/2014	Form and support project working group	100%
3	7/2015		Manage consultant	0%
4	7/2015		Participate in project working group	0%
5	9/2014	9/2014	Review related studies and reports	100%
6	10/2014		Review, update, revise existing rules and regulations	50%
7	12/2014		Identify roadblocks	0%
8	1/2015		Develop Complete Street performance standards	0%
9	2/2015		Planning and Design of up to 20 specific sites	20%
10	3/2015		Develop King Street Corridor Cycle Track Bike Plan	0%
11	3/2015		Training	0%
12	5/2015		Write Final Report	0%
13	7/2015		Monthly Reports	10%
14	7/2015		Reimbursables	0%

Progress, Issues, and Discussion:

Consultant received notice-to-proceed on June 16, 2014. The consultant has since completed Task 5. Workshop 1 of 2 was held in July 2014 to discuss creating the Honolulu Complete Street Manual. In addition, 15 of 20 walk audits have been conducted. The consultant has been working on the final reports for the 15 completed walk audits and is working to develop new guidelines and procedures for the City, such as parklets and bike corrals. The consultant has also been assisting the City in informing the public about the recent King Street Cycle Track installation.

OahuMPO did receive requests for reimbursement for this project in FFY 2014, however, the agency could not process the requests due to lack of funds (see details on pages 8 – 12).

FFY 2014 Financial Summary (Cumulative)				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed	\$450,000	\$0	\$360,000	\$40,000
Contract Services Funding Expended	\$0	\$0	\$0	\$0
Contract Services Funding Balance	\$450,000	\$0	\$360,000	\$40,000
Staff Labor Costs				
Staff Labor Funding Programmed	\$50,000	\$0	\$40,000	\$10,000
Staff Labor Funding Expended	\$0	\$0	\$0	\$0
Staff Labor Funding Balance	\$50,000	\$0	\$40,000	\$10,000
Total				
Total Funding Programmed	\$500,000	\$0	\$400,000	\$50,000
Total Funding Expended	\$0	\$0	\$0	\$0
Total Funding Balance	\$500,000	\$0	\$400,000	\$50,000

301.01-14: Program Support & Administration

Task No.	Estimated Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date
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	Ongoing	Ongoing	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
8	Ongoing	Ongoing	OahuMPO staff to manage and track their time spent on work elements, and coordinate work with others as necessary	Ongoing

Progress, Issues, and Discussion:

During FFY2014, staff prepared for and attended four Executive Committee meetings and six TAC meetings. This includes preparation of the agenda and coordination of the agenda with the committee chair, assembly of meeting materials, mailing out agenda packets, and preparation of meeting presentations. Staff also prepared for nine Policy Committee meetings, but only five of them were convened; four were canceled due to lack of quorum.

Staff prepared for and attended weekly staff meetings to coordinate the intra-agency work effort. The agency prepared and submitted FHWA and FTA grant applications for FFY 2015. Staff completed the annual inventory report was verified and submitted to DAGS. Personnel files were maintained; paperwork was processed; office equipment was maintained; supplies were ordered as needed; requests for information were handled; and, in general, all of the routine duties of managing a small office were completed.

Of special note for FFY 2014, the following events occurred:

- OahuMPO attempted to hire a new Senior Planner, including advertising, compiling and reviewing applications, conducting interviews, and negotiating with the top ranked applicant
- OahuMPO staff coordinated with Maui County staff on the development of a funds sharing agreement for FHWA-PL and FTA-5303 funds between the two MPOs
- Additional coordination and monitoring of agency finances was necessary due to funding problems (for more details, see pages 8 – 12).
- OahuMPO staff prepared for and attended the joint federal certification review of the agency
- OahuMPO staff had to spend some time and effort coordinating with the HDOT contracts office following the HDOT's revocation of OahuMPO Executive Director's procurement authority.

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

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

FFY 2014 Financial Summary – Program Support & Administration (301.01)				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Remaining from Previous Years	\$0	\$0	\$0	\$0
Contract Services Funding Programmed in FY 2014	\$0	\$0	\$0	\$0
<u>Contract Service Total Funding Available in FY 2014</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Contract Services Funding Expended in FY 2014	(\$0)	(\$0)	(\$0)	(\$0)
Contract Services Funding De-Obligated in FY 2014	(\$0)	(\$0)	(\$0)	(\$0)
Contract Services Funding Balance at end of FY 2014	\$0	\$0	\$0	\$0
Staff Labor Costs				
Staff Labor Funding Remaining from Previous Years	\$260,045	\$102,136	\$105,900	\$52,010
Staff Labor Funding Programmed in FY 2014	\$152,917	\$122,334	\$0	\$30,583
<u>Staff Labor Total Funding Available in FY 2014</u>	<u>\$412,962</u>	<u>\$224,470</u>	<u>\$105,900</u>	<u>\$82,593</u>
Staff Labor Funding Expended in FY 2014	(\$191,743)	(\$153,394)	(\$0)	(\$38,349)
Staff Labor Funding De-Obligated in FY 2014	(\$221,219)	(\$71,076)	(\$105,900)	(\$44,244)
Staff Labor Funding Balance at end of FY 2014	\$0	\$0	\$0	\$0
Total				
Total Funding Remaining from Previous Years	\$260,045	\$102,136	\$105,900	\$52,010
Total Funding Programmed in FY 2014	\$152,917	\$122,334	\$0	\$30,583
<u>Total Funding Available in FY 2014</u>	<u>\$412,962</u>	<u>\$224,470</u>	<u>\$105,900</u>	<u>\$82,593</u>
Total Funding Expended in FY 2014	(\$191,743)	(\$153,394)	(\$0)	(\$38,349)
Total Funding De-Obligated in FY 2014	(\$221,219)	(\$0)	(\$0)	(\$44,244)
Total Funding Balance at end of FY 2014	\$0	\$0	\$0	\$0

301.02-14: General Technical Assistance and Planning Support

Task No.	Estimated Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date
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 following organizations for the purpose of providing planning support or coordination of planning efforts:

- Committee for Accessible Transportation
- Scenic Byways Advisory Committee
- HDOT's Sub-STAC
- Age Friendly Cities
- H-1 Corridor Study stakeholder group
- Staff from Senator Schatz's office
- Neighborhood Board #24

Planning staff reviewed and commented on various plans and planning products from other departments, as able.

FFY 2014 Financial Summary – General Technical Assistance & Planning Support (301.02)				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Service Funding Remaining from Previous Years	\$0	\$0	\$0	\$0
Contract Services Funding Programmed in FY 2014	\$0	\$0	\$0	\$0
<u>Contract Service Total Funds Available in FY 2014</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Contract Services Funding Expended in FY 2014	(\$0)	(\$0)	(\$0)	(\$0)
Contract Service Funding De-Obligated in FY 2014	(\$0)	(\$0)	(\$0)	(\$0)
Contract Services Funding Balance at end of FY 2014	\$0	\$0	\$0	\$0
Staff Labor Costs				
Staff Labor Funding Remaining from Previous Years	\$91,777	\$67,841	\$5,581	\$18,355
Staff Labor Funding Programmed in FY 2014	\$25,811	\$20,649	\$0	\$5,162
<u>Staff Labor Total Funds Available in FY 2014</u>	<u>\$117,588</u>	<u>\$88,490</u>	<u>\$5,581</u>	<u>\$23,517</u>
Staff Labor Funding Expended in FY 2014	(\$29,579)	(\$23,664)	(\$0)	(\$5,915)
Staff Labor Funding De-Obligated in FY 2014	(\$88,009)	(\$64,826)	(\$5,581)	(\$17,602)
Staff Labor Funding Balance at end of FY 2014	\$0	\$0	\$0	\$0
Total				
Total Funding Remaining from Previous Years	\$91,777	\$67,841	\$5,581	\$18,355
Total Funding Programmed in FY 2014	\$25,811	\$20,649	\$0	\$5,162
<u>Total Funding Available in FY 2014</u>	<u>\$117,588</u>	<u>\$88,490</u>	<u>\$5,581</u>	<u>\$23,517</u>
Total Funding Expended in FY 2014	(\$29,579)	(\$23,664)	\$0	(\$5,915)
Total Funding De-Obligated in FY 2014	(\$88,009)	(\$64,826)	(\$5,581)	(\$17,602)
Total Funding Balance at end of FY 2014	\$0	\$0	\$0	\$0

301.03-14: Overall Work Program

Task No.	Estimated Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date
1	Ongoing	Ongoing	State and City agencies and the OahuMPO to identify planning needs, approaches, and funding requirements for the FYs 2014-2015 OWP and the FYs 2015-2016 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 coordinate revision of the OWP Process and Procedures manual as necessary	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 2015-2016 OWP was completed, approved, and distributed. Per direction from HDOT, OahuMPO staff also developed a draft Revision 1 to the OWP and solicited public and intergovernmental comment on it. However, the Policy Committee failed to make quorum at the meeting at which the revision was to be considered, so it was never approved.

OahuMPO staff also:

- Coordinated and facilitated early involvement by the CAC in the OWP development process, and provided information for various portions of the OWP
- Monitored project progress for those studies being managed by the City & County of Honolulu
- Participated in the evaluation and selection process for various work elements
- Prepared RFPs and contracts for various work elements
- Prepared semi-annual progress reports for those work elements being managed by OahuMPO staff
- Developed the FFY 2013 Annual Report for FHWA and FTA
- Worked with HDOT on the obligation of OahuMPO's FFY 2014 funding
- Tracked and reported meeting attendance information for Title VI & Environmental Justice compliance purposes
- Met with HDOT's Civil Right Specialist and attended Title VI interdisciplinary meetings
- Drafted Title VI & Environmental Justice compliance reports
- Submitted FY 2014 federal grant applications to FHWA and FTA via HDOT
- Reviewed and processed all City & County requests for reimbursement and updated the SPO website for payments on each project

The current OWP can be found here:

<http://www.oahumpo.org/plans-and-programs/overall-work-program-owp/>

FFY 2014 Financial Summary – Overall Work Program (301.03)				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Service Funding Remaining from Previous Years	\$0	\$0	\$0	\$0
Contract Services Funding Programmed in FY 2014	\$0	\$0	\$0	\$0
<u>Contract Service Total Funding Available in FY 2014</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Contract Services Funding Expended in FY 2014	(\$0)	(\$0)	(\$0)	(\$0)
Contract Services Funding De-Obligated in FY 2014	(\$0)	(\$0)	(\$0)	(\$0)
Contract Services Funding Balance at end of FY 2014	\$0	\$0	\$0	\$0
Staff Labor Costs				
Staff Labor Funding Remaining from Previous Years	\$127,710	\$94,021	\$8,147	\$25,542
Staff Labor Funding Programmed in FY 2014	\$62,218	\$49,774	\$0	\$12,444
<u>Staff Labor Total Funds Available in FY 2014</u>	<u>\$189,928</u>	<u>\$143,795</u>	<u>\$8,147</u>	<u>\$37,986</u>
Staff Labor Funding Expended in FY 2014	(\$80,179)	(\$64,143)	(\$0)	(\$16,036)
Staff Labor Funding De-Obligated in FY 2014	(\$109,749)	(\$79,652)	(\$8,147)	(\$21,950)
Staff Labor Funding Balance at end of FY 2014	\$0	\$0	\$0	\$0
Total				
Total Funding Remaining from Previous Years	\$127,710	\$94,021	\$8,147	\$25,542
Total Funding Programmed in FY 2014	\$62,218	\$49,774	\$0	\$12,444
<u>Total Funding Available in FY 2014</u>	<u>\$189,928</u>	<u>\$143,795</u>	<u>\$8,147</u>	<u>\$37,986</u>
Total Funding Expended in FY 2014	(\$80,179)	(\$64,143)	(\$0)	(\$16,036)
Total Funding De-Obligated in FY 2014	(\$109,749)	(\$79,652)	(\$8,147)	(\$21,950)
Total Funding Balance at end of FY 2014	\$0	\$0	\$0	\$0

301.04-14: Support for Citizen Advisory Committee & Additional Public Outreach

Task No.	Estimated Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date
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 proactive Participation Plan	Ongoing
5	Ongoing	Ongoing	OahuMPO to brief new and interested member organizations on the metropolitan planning process	Ongoing
6	Ongoing	Ongoing	OahuMPO to maintain a mailing list of CAC members organizations, those organizations that represent traditionally underserved populations, and others interested in transportation	Ongoing
7	Ongoing	Ongoing	OahuMPO to maintain the OahuMPO website, Facebook wall, and Twitter page for information dissemination, as well as its use as a critical component of the OahuMPO's public participation 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.

Meeting topics included (presenters shown in parenthesis):

- October 2013: Status update on the City's Pavement Management System (DFM)
- November 2013: Honolulu Rail Transit Station Development Plan (HART) and an update on Transit Oriented Development (DPP)
- December 2013: Cordon pricing scenario results (OahuMPO) and CAC bylaws revision
- January 2014: Bikeshare (DTS) and election of CAC officers for 2014
- February 2014: Overview of the CAC's role in the OahuMPO planning process (OahuMPO)
- March 2014: Draft FYs 2015-2016 OWP (OahuMPO), a report from the CAC Working Group for the ORTP 2040, and input for the OahuMPO Planning Process Review (OahuMPO)
- April 2014: Draft FYs 2015-2016 OWP follow-up discussion (OahuMPO) and OahuMPO Planning Process Review input (OahuMPO)

- May 2014: Handi-Van program audit (DTS), advertising on TheBus (DTS), and draft FFYs 2015-2018 TIP (OahuMPO)
- June 2014: Complete Streets update (DTS)
- July 2014: Emergency Evacuation Plan (DES)
- August 2014: Early input on the FYs 2016-2017 OWP (OahuMPO), and presentation of the draft OahuMPO Transportation Alternatives Program Guide for Sponsors and Applicants (OahuMPO)
- September 2014: Draft Ala Moana Neighborhood Transit-Oriented Development (TOD) Plan (DPP) and CAC early input on the draft FYs 2016-2017 OWP (OahuMPO)

OahuMPO staff also conducted public and intergovernmental reviews of various documents and work products, produced summaries and dispositions of the comments received, updated the OahuMPO website with material for public review, disseminated information to the Title VI and Environmental Justice organizations and service providers, and provided accessible communications to populations with low vision or other challenges

More information on the CAC can be found here:

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

FFY 2014 Financial Summary – Support for Citizen Advisory Committee (301.04)				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Service Funding Remaining from Previous Years	\$0	\$0	\$0	\$0
Contract Services Funding Programmed in FY 2014	\$0	\$0	\$0	\$0
<u>Contract Service Total Funding Available in FY 2014</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Contract Services Funding Expended in FY 2014	(\$0)	(\$0)	(\$0)	(\$0)
Contract Services Funding De-Obligated in FY 2014	(\$0)	(\$0)	(\$0)	(\$0)
Contract Services Funding Balance at end of FY 2014	\$0	\$0	\$0	\$0
Staff Labor Costs				
Staff Labor Funding Remaining from Previous Years	\$172,382	\$137,905	\$0	\$34,477
Staff Labor Funding Programmed in FY 2014	\$43,321	\$34,657	\$0	\$8,664
<u>Staff Labor Total Funds Available in FY 2014</u>	<u>\$215,703</u>	<u>\$172,562</u>	<u>\$0</u>	<u>\$43,141</u>
Staff Labor Funding Expended in FY 2014	(\$61,814)	(\$49,451)	(\$0)	(\$12,363)
Staff Labor Funding De-Obligated in FY 2014	(\$153,889)	(\$123,111)	(\$0)	(\$30,778)
Staff Labor Funding Balance at end of FY 2014	\$0	\$0	\$0	\$0
Total				
Total Funding Remaining from Previous Years	\$172,382	\$137,905	\$0	\$34,477
Total Funding Programmed in FY 2014	\$43,321	\$34,657	\$0	\$8,664
<u>Total Funding Available in FY 2014</u>	<u>\$215,703</u>	<u>\$172,562</u>	<u>\$0</u>	<u>\$43,141</u>
Total Funding Expended in FY 2014	(\$61,814)	(\$49,451)	(\$0)	(\$12,363)
Total Funding De-Obligated in FY 2014	(\$153,889)	(\$123,111)	(\$0)	(\$30,778)
Total Funding Balance at end of FY 2014	\$0	\$0	\$0	\$0

301.05-14: Single Audit

Task No.	Estimated Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	Ongoing	2/2014	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%	\$20,500
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	2/2014	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 2013 was completed with no findings or corrective actions. The audit did include a management letter, noting certain matters for consideration by OahuMPO. OahuMPO staff assisted the independent auditor throughout the process, and the audit was distributed to the appropriate agencies. 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.

In addition, OahuMPO staff:

- Prepared Management & Discussion Report Analysis for FY 2013
- Prepared and submitted OahuMPO's monthly expenditure requests for reimbursement to FHWA and FTA via HDOT
- Prepared and submitted project reimbursement requests through HDOT BUS
- Renewed annual maintenance software
- Completed bi-monthly time-sheets and submitted to Office Manager
- Updated annual financial summary worksheet to support OahuMPO's annual OWP report; revised monthly and annual worksheets and reports to include new work elements as needed
- Balanced monthly FMIS reports with OahuMPO's FHWA-PL fund worksheets
- Updated journal vouchers from BUS on all reimbursements
- Logged all purchases made through OahuMPO's credit card and reconciled monthly; submitted monthly payment request through BUS
- Read 2 CFR §200, which updates the federal requirements for grants management

A copy of the FY 2013 audit and management letter can be found here:

<http://www.oahumpo.org/resources/publications-and-reports/financial-audit-of-the-oahumpo/>

FFY 2014 Financial Summary – Audit (301.05)				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Remaining from Previous Years	\$25,000	\$2,400	\$17,600	\$5,000
Contract Services Funding Programmed in FY 2014	\$22,000	\$0	\$17,600	\$4,400
<u>Contract Service Total Funding Available in FY 2014</u>	<u>\$47,000</u>	<u>\$2,400</u>	<u>\$35,200</u>	<u>\$9,400</u>
Contract Services Funding Expended in FY 2014	(\$20,500)	(\$0)	(\$16,400)	(\$4,100)
Contract Services Funding De-Obligated in FY 2014	(\$25,000)	(\$2,400)	(\$17,600)	(\$5,000)
Contract Services Funding Balance	\$1,500	\$0	\$1,200	\$300
Staff Labor Costs				
Staff Labor Funding Remaining from Previous Years	\$39,519	\$31,615	\$0	\$7,904
Staff Labor Funding Programmed in FY 2014	\$31,100	\$24,880	\$0	\$6,220
<u>Staff Labor Total Funds Available in FY 2014</u>	<u>\$70,619</u>	<u>\$56,495</u>	<u>\$0</u>	<u>\$14,124</u>
Staff Labor Funding Expended in FY 2014	(\$27,325)	(\$21,860)	(\$0)	(\$5,465)
Staff Labor Funding De-Obligated in FY 2014	(\$37,127)	(\$29,702)	(\$0)	(\$7,425)
Staff Labor Funding Balance	\$6,167	\$4,933	\$0	\$1,234
Total				
Total Funding Remaining from Previous Years	\$64,519	\$34,015	\$17,600	\$12,904
Total Funding Programmed in FY 2014	\$53,100	\$24,880	\$17,600	\$10,620
<u>Total Funding Available in FY 2014</u>	<u>\$117,619</u>	<u>\$58,895</u>	<u>\$35,200</u>	<u>\$23,524</u>
Total Funding Expended in FY 2014	(\$47,825)	(\$21,860)	(\$16,400)	(\$9,565)
Total Funding De-Obligated in FY 2014	(\$62,127)	(\$32,102)	(\$17,600)	(\$12,425)
Total Funding Balance	\$7,667	\$4,933	\$1,200	\$1,534

301.08-14: Disadvantaged Business Enterprise Program

Task No.	Estimated Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date
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 50% race-neutral and 50% race-conscious DBE goal based on the results of a disparity study recently completed by HDOT.	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 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 HDOT	Ongoing

Progress, Issues, and Discussion:

OahuMPO staff:

- Attended the semi-annual DBE meeting at HDOT. Per HDOT, OahuMPO will be utilizing HDOT Highway Division's goal, not an individual goal. Highway Division's three-year goal is 53.43% based on Under-Utilized DBE participants, which came from HDOT's 2001 disparity study
- Reviewed reimbursement claims from agencies and verified DBE sub-contractors listed in "Final Report of DBE Participation" were DBE certified by HDOT
- Worked with DTS regarding DBE participation in upcoming new consultant contracts
- Prepared semi-annual DBE participation reports and submitted them to HDOT DBE program manager

The FY 2014 budget for this work element was set at \$0 in anticipation of staff spending down past obligations. However, OahuMPO staff was informed in March 2013 that the local match for all obligations older than FY 2014 was being withdrawn, effectively de-obligation all available funding for this and other work elements (see pages 8 -12 for more details). The minimal time that OahuMPO staff spent on the tasks of this work element were billed to other work elements, primarily 301.01 – Program Support & Administration.

FFY 2014 Financial Summary – Disadvantaged Business Enterprise (301.08)				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Service Funding Remaining from Previous Years	\$0	\$0	\$0	\$0
Contract Services Funding Programmed in FY 2014	\$0	\$0	\$0	\$0
<u>Contract Services Total Funds Available in FY 2014</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Contract Services Funding Expended in FY 2014	(\$0)	(\$0)	(\$0)	(\$0)
Contract Services Funding De-Obligated in FY 2014	(\$0)	(\$0)	(\$0)	(\$0)
Contract Services Funding Balance at end of FY 2014	\$0	\$0	\$0	\$0
Staff Labor Costs				
Staff Labor Funding Remaining from Previous Years	\$17,330	\$13,864	\$0	\$3,466
Staff Labor Funding Programmed in FY 2014	\$0	\$0	\$0	\$0
<u>Staff Labor Total Funds Available in FY 2014</u>	<u>\$17,330</u>	<u>\$13,864</u>	<u>\$0</u>	<u>\$3,466</u>
Staff Labor Funding Expended in FY 2014	(\$190)	(\$152)	(\$0)	(\$38)
Staff Labor Funding De-Obligated in FY 2014	(\$17,140)	(\$13,712)	(\$0)	(\$3,428)
Staff Labor Funding Balance at end of FY 2014	\$0	\$0	\$0	\$0
Total				
Total Funding Remaining from Previous Years	\$17,330	\$13,864	\$0	\$3,466
Total Funding Programmed in FY 2014	\$0	\$0	\$0	\$0
<u>Total Funding Available in FY 2014</u>	<u>\$17,330</u>	<u>\$13,864</u>	<u>\$0</u>	<u>\$3,466</u>
Total Funding Expended in FY 2014	(\$190)	(\$0)	(\$0)	(\$38)
Total Funding De-Obligated in FY 2014	(\$17,140)	(\$13,712)	(\$0)	(\$3,428)
Total Funding Balance at end of FY 2014	\$0	\$0	\$0	\$0

301.09-14: Professional Development

Task No.	Estimated Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date
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 Hawaii Department of Transportation	Ongoing

Progress, Issues, and Discussion:

In FY 2014, OahuMPO staff participated in the following professional development opportunities (among others):

- Attended Intermediate Excel class at Kapiolani Community College
- Attended the AMPO conference in Portland, Oregon
- Attended the Hawaii Economic Association Conference
- Participated in teleconference with AirSage regarding their products and pricing
- Attended Urban Land Institutes event on linking health and the urban built environment
- Attended Ascent Conference at University of Hawaii at Manoa
- Attended State Office of Planning's *Resilient Hawaii Forum*
- Participated in FHWA's webinar entitled *Let's Talk Performance: Best Practices for Collaborating to Share Data and Data Analytics*
- Participated in the National Highway Institute's webinar entitled *Talking Freight – Innovative Low Cost Freight Transportation Collaborations, Public and Private Partnership Opportunities*
- Participated in the Transportation Research Board's webinar entitled *Transportation Visioning in Communities and Capacity Performance Measures*
- Participated in the Transportation Research Board's webinar entitled *Lessons Learned from State DOT Activities Addressing Data for Decision making and Performance Measures*
- Participated in FHWA's webinar entitled *Environmental Benchmarking in Freight Transportation*
- Participated in FHWA's webinar entitled *Talking Freight – Freight Movements in Complete Streets Settings*
- Participated in FHWA's webinar on Planning Emphasis Areas for Federal Fiscal Year 2015
- Participated in FHWA's webinar entitled *Livability and Level of Service: Making the Connection*
- Participated in the Transportation Research Board's webinar entitled *Estimating Demand for Non-Motorized Travel*
- Participated in FHWA's webinar entitled *Using FAF Data for Freight Planning*
- Attended a presentation by James Whitty, Manager of the Office of Innovative Partnerships & Alternative Funding for the Oregon DOT
- Participated in Transportation for America's webinar entitled *The Innovative MPO*

The Office Manager reviewed, completed, and submitted paperwork for travel requests and after travel reports.

FFY 2014 Financial Summary – Professional Development (301.09)				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Service Funding Remaining from Previous Years	\$0	\$0	\$0	\$0
Contract Services Funding Programmed in FY 2014	\$0	\$0	\$0	\$0
<u>Contract Services Total Funds Available in FY 2014</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Contract Services Funding Expended in FY 2014	(\$0)	(\$0)	(\$0)	(\$0)
Contract Services Funding De-Obligated in FY 2014	(\$0)	(\$0)	(\$0)	(\$0)
Contract Services Funding Balance at end of FY 2014	\$0	\$0	\$0	\$0
Staff Labor Costs				
Staff Labor Funds Remaining from Previous Years	\$4,390	\$3,512	\$0	\$878
Staff Labor Funding Programmed in FY 2014	\$4,838	\$3,870	\$0	\$968
<u>Staff Labor Total Funds Available in FY 2014</u>	<u>\$9,228</u>	<u>\$7,382</u>	<u>\$0</u>	<u>\$1,846</u>
Staff Labor Funding Expended in FY 2014	(\$7,889)	(\$6,311)	(\$0)	(\$1,578)
Staff Labor Funding De-Obligated in FY 2014	(\$23)	(\$18)	(\$0)	(\$5)
Staff Labor Funding Balance at end of FY 2014	\$1,316	\$1,053	\$0	\$263
Total				
Total Funding Remaining from Previous Years	\$4,390	\$3,512	\$0	\$878
Total Funding Programmed in FY 2014	\$4,838	\$3,870	\$0	\$968
<u>Total Funding Available in FY 2014</u>	<u>\$9,228</u>	<u>\$7,382</u>	<u>\$0</u>	<u>\$1,846</u>
Total Funding Expended in FY 2014	(\$7,889)	(\$6,311)	(\$0)	(\$1,578)
Total Funding De-Obligated in FY 2014	(\$23)	(\$18)	(\$0)	(\$5)
Total Funding Balance at end of FY 2014	\$1,316	\$1,053	\$0	\$263

301.10-14: Computer & Network Maintenance

Task No.	Estimated Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date
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. All monthly maintenance invoices are charged to the consultant portion of this work element.

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.

FFY 2014 Financial Summary – Computer & Network Maintenance (301.10)				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Remaining from Previous Years	\$5,250	\$4,200	\$0	\$1,050
Contract Services Funding Programmed in FY 2014	\$6,500	\$0	\$5,200	\$1,300
<u>Contract Services Total Funds Available in FY 2014</u>	<u>\$11,750</u>	<u>\$4,200</u>	<u>\$5,200</u>	<u>\$2,350</u>
Contract Services Funding Expended in FY 2014	(\$4,566)	(\$658)	(\$2,995)	(\$913)
Contract Services Funding De-Obligated in FY 2014	(\$4,427)	(\$3,542)	(\$0)	(\$885)
Contract Services Funding Balance	\$2,757	\$0	\$2,205	\$552
Staff Labor Costs				
Staff Labor Funds Remaining from Previous Years	\$4,223	\$3,378	\$0	\$845
Staff Labor Funding Programmed in FY 2014	\$5,030	\$4,024	\$0	\$1,006
<u>Staff Labor Total Funding Available in FY 2014</u>	<u>\$9,253</u>	<u>\$7,402</u>	<u>\$0</u>	<u>\$1,851</u>
Staff Labor Funding Expended in FY 2014	(\$2,994)	(\$2,395)	(\$0)	(\$599)
Staff Labor Funding De-Obligated in FY 2014	(\$3,868)	(\$3,094)	(\$0)	(\$774)
Staff Labor Funding Balance	\$2,391	\$1,913	\$0	\$478
Total				
Total Funding Remaining from Previous Years	\$9,473	\$7,578	\$0	\$1,895
Total Funding Programmed in FY 2014	\$11,530	\$4,024	\$5,200	\$2,306
<u>Total Funding Available in FY 2014</u>	<u>\$21,003</u>	<u>\$11,602</u>	<u>\$5,200</u>	<u>\$4,201</u>
Total Funding Expended in FY 2014	(\$7,560)	(\$3,053)	(\$2,995)	(\$1,512)
Total Funding De-Obligated in FY 2014	(\$8,295)	(\$6,636)	(\$0)	(\$1,659)
Total Funding Balance	\$5,148	\$1,913	\$2,205	\$1,030

301.13-14: Census Data

Task No.	Estimated Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date
1	Ongoing	Ongoing	Participate in the activities of the Hawaii State Data Center	Ongoing
2	Ongoing	Ongoing	Review and analyze the 2010 census data	Ongoing
3	Ongoing	Ongoing	Incorporate Census 2010 data in ArcMap 10 for Title VI and Environmental Justice analysis	Ongoing
4	Ongoing	Ongoing	Integrate the 2010 census data into the metropolitan transportation planning process	Ongoing

Progress, Issues, and Discussion:

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

FFY 2014 Financial Summary – Census Data (301.13)				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Service Funding Remaining from Previous Years	\$0	\$0	\$0	\$0
Contract Services Funding Programmed in FY 2014	\$0	\$0	\$0	\$0
<u>Contract Services Total Funding Available in FY 2014</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Contract Services Funding Expended in FY 2014	\$0	\$0	\$0	\$0
Contract Services Funding De-Obligated in FY 2014	\$0	\$0	\$0	\$0
Contract Services Funding Balance	\$0	\$0	\$0	\$0
Staff Labor Costs				
Staff Labor Remaining from Previous Years	\$8,262	\$6,610	\$0	\$1,652
Staff Labor Funding Programmed in FY 2014	\$2,385	\$1,908	\$0	\$477
<u>Staff Labor Total Funds Available in FY 2014</u>	<u>\$10,647</u>	<u>\$8,518</u>	<u>\$0</u>	<u>\$2,129</u>
Staff Labor Funding Expended in FY 2014	(\$79)	(\$63)	(\$0)	(\$16)
Staff Labor Funding De-Obligated in FY 2014	(\$8,261)	(\$6,609)	(\$0)	(\$1,652)
Staff Labor Funding Balance	\$2,307	\$1,846	\$0	\$461
Total				
Total Funding Remaining from Previous Years	\$8,262	\$6,610	\$0	\$1,652
Total Funding Programmed in FY 2014	\$2,385	\$1,908	\$0	\$477
<u>Total Funding Available in FY 2014</u>	<u>\$10,647</u>	<u>\$8,518</u>	<u>\$0</u>	<u>\$2,129</u>
Total Funding Expended in FY 2014	(\$79)	(\$63)	(\$0)	(\$16)
Total Funding De-Obligated in FY 2014	(\$8,261)	(\$6,609)	(\$0)	(\$1,652)
Total Funding Balance	\$2,307	\$1,846	\$0	\$461

301.14-14: Federal Planning Requirements

Task No.	Estimated Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date
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:

OahuMPO continues to try to implement MAP-21 planning requirements into its processes and procedures.

In May 2013, OahuMPO received the final report from its 2011 joint federal certification review, which contained one corrective action. As a result, OahuMPO staff began to take steps to address the corrective action, including identifying funds to hire a legal consultant to perform the required legal review and reconciliation of federal law, statute, and ordinances relevant to OahuMPO. Staff was also working with a consultant on the OahuMPO Planning Process Review (WE 205.01-12), which was developed specifically to address any deficiencies identified in the 2011 certification review. Early in 2014, OahuMPO staff was informed that their next joint federal certification review would be done in the summer of 2014. Staff fully participated in this review and received the 2014 certification report in September of that year. At the close of the fiscal year, staff continues striving to address the corrective actions.

During FY 2014, OahuMPO staff also:

- Met with FHWA, HDOT, and HART regarding planning performance measures
- Briefed the Policy Committee on the requirements of the Transportation Alternatives Program (TAP) and presented an initial draft of the OahuMPO TAP for their consideration
- Attended FHWA/FTA trainings for MPOs
- Coordinated with Legal Review evaluation and selection committee, ranked submittals, and negotiated the final scope-of-work with the top ranked firm
 - The final contract was delayed by compliance issues with the Hawaii Tax Office and was finally killed by the local match take-back which deprived the project of funding
- Followed-up on the results of the 2011 joint federal certification review, including research and contacting other MPOs concerning planning practices, organization, etc.
- Provided technical assistance to the City & County concerning federal requirements, including MAP-21 requirements, researching performance-based planning best practices, webinars and trainings, research, FHWA/FTA publications, meetings, and discussions
- Researched TAP requirements and programs in other states

- Assisted in the organization of a MAP-21 workshop designed to highlight available funding for bicycle and pedestrian projects, including TAP

The FY 2014 budget for this work element was set at \$0 in anticipation of staff spending down past obligations. However, OahuMPO staff was informed in March 2013 that the local match for all obligations older than FY 2014 was being withdrawn, effectively de-obligation all available funding for this and other work elements (see pages 8 - 12 for more details). Staff accounting for any time spent on the tasks of this work element in other work elements, primarily 301.01-14 – Program Support & Administration and WE 205.01-12 OahuMPO Planning Process Review.

OahuMPO's certification review can be found here:

<http://www.oahumpo.org/2014-oahumpo-planning-certification-review-report/>

Useful background information on the STAA can be found here:

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

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

FFY 2014 Financial Summary – Federal Planning Requirements (301.14)				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Remaining from Previous Years	\$209,400	\$0	\$167,520	\$41,880
Contract Services Funding Programmed in FY 2014	\$0	\$0	\$0	\$0
<u>Contract Services Total Funding Available in FY 2014</u>	<u>\$209,400</u>	<u>\$0</u>	<u>\$167,520</u>	<u>\$41,880</u>
Contract Services Funding Expended in FY 2014	(\$0)	(\$0)	(\$0)	(\$0)
Contract Services Funding De-Obligated in FY 2014	(\$209,400)	(\$0)	(\$167,520)	(\$41,880)
Contract Services Funding Balance	\$0	\$0	\$0	\$0
Staff Labor Costs				
Staff Labor Funding Available from Previous Years	\$119,531	\$11,367	\$84,258	\$23,906
Staff Labor Funding Programmed in FY 2014	\$0	\$0	\$0	\$0
<u>Staff Labor Total Funding Available in FY 2014</u>	<u>\$119,531</u>	<u>\$11,367</u>	<u>\$84,258</u>	<u>\$23,906</u>
Staff Labor Funding Expended	(\$0)	(\$0)	(\$0)	(\$0)
Staff Labor Funding De-Obligated in FY 2014	(\$119,531)	(\$11,367)	(\$84,258)	(\$23,906)
Staff Labor Funding Balance	\$0	\$0	\$0	\$0
Total				
Total Funding Remaining from Previous Years	\$328,931	\$11,367	\$167,520	\$65,786
Total Funding Programmed in FY 2014	\$0	\$0	\$0	\$0
<u>Total Funding Available in FY 2014</u>	<u>\$328,931</u>	<u>\$11,367</u>	<u>\$167,520</u>	<u>\$65,786</u>
Total Funding Expended in FY 2014	(\$0)	(\$0)	(\$0)	(\$0)
Total Funding De-Obligated in FY 2014	(\$328,931)	(\$11,367)	(\$167,520)	(\$65,786)
Total Funding Balance	\$0	\$0	\$0	\$0

301.15-14: Computer Model Operation and Support

Task No.	Estimated 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 Land Use Model (LUM) and analyze results as necessary	Ongoing	
2	Ongoing	Ongoing	OahuMPO to update the specifications as necessary	Ongoing	
3	Ongoing	Ongoing	OahuMPO to document any modification to the user's manual(s).	Ongoing	
4	Ongoing	Ongoing	Procurement of and coordination with consultant for operation of the TDFM and LUM to support planning efforts (as needed)	Ongoing	
5	Ongoing	Ongoing	Consultant operation of the TDFM to support planning efforts (as needed)	0%	\$0
6	07/2021	N/A	Budget and set-aside for next Household Interview Travel Survey and Model Refresh/Upgrade	0%	\$0

Progress, Issues, and Discussion:

The FY 2014 budget for this work element was set at \$0 in anticipation of staff spending down past obligations. However, OahuMPO staff was informed in March 2013 that the local match for all obligations older than FY 2014 was being withdrawn, effectively de-obligation all available funding for this and other work elements (see pages 8 - 12 for more details).

In FY 2014, OahuMPO's Senior Planner position was vacant. It is the Senior Planner that typically operates the TDFM. During the year, OahuMPO staff attempted to procure consultant services to operate the TDFM as needed and also attempted to fill the vacant Senior Planner position. However, both efforts were delayed by the various funding issues discussed in more detail on page 9. As of the end of FY 2014, OahuMPO has negotiated a final scope-of-work with a modeling consultant, but the contract could not be finalized until the funding issues were resolved. Similarly, a preferred candidate for the vacant Senior Planner position has been identified, but an official job offer could not be made until the agency is surer of its financial position.

FFY 2014 Financial Summary – Computer Model Operation & Support (301.15)				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Remaining from Previous Years	\$269,005	\$0	\$215,204	\$53,801
Contract Services Funding Programmed in FY 2014	\$150,000	\$0	\$120,000	\$30,000
<u>Contract Service Total Funding Available in FY 2014</u>	<u>\$419,005</u>	<u>\$0</u>	<u>\$335,204</u>	<u>\$83,801</u>
Contract Services Funding Expended in FY 2014	(\$0)	(\$0)	(\$0)	(\$0)
Contract Services Funding De-Obligated in FY 2014	(\$269,005)	(\$0)	(\$215,204)	(\$53,801)
Contract Services Funding Balance	\$150,000	\$0	\$120,000	\$30,000
Staff Labor Costs				
Staff Labor Funds Remaining from Previous Years	\$81,939	\$17,249	\$48,302	\$16,388
Staff Labor Funding Programmed in FY 2014	\$0	\$0	\$0	\$0
<u>Staff Labor Total Funding Available in FY 2014</u>	<u>\$81,939</u>	<u>\$17,249</u>	<u>\$48,302</u>	<u>\$16,388</u>
Staff Labor Funding Expended in FY 2014	(\$1,615)	(\$1,292)	(\$0)	(\$323)
Staff Labor De-Obligated in FY 2014	(\$80,324)	(\$15,957)	(\$48,302)	(\$16,065)
Staff Labor Funding Balance	\$0	\$0	\$0	\$0
Total				
Total Funding Remaining from Previous Years	\$350,944	\$17,249	\$263,506	\$70,189
Total Funding Programmed in FY 2014	\$150,000	\$0	\$120,000	\$30,000
<u>Total Funding Available in FY 2014</u>	<u>\$500,944</u>	<u>\$17,249</u>	<u>\$383,506</u>	<u>\$100,189</u>
Total Funding Expended in FY 2014	(\$0)	(\$1,292)	(\$0)	(\$323)
Total Funding De-Obligated in FY 2014	(\$349,329)	(\$15,957)	(\$263,506)	(\$69,866)
Total Funding Balance	\$150,000	\$0	\$120,000	\$30,000

301.16-14: Oahu Regional Transportation Plan

Task No.	Estimated Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date
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	Implement ORTP-relevant recommendations from the OahuMPO Planning Process Review (WE 205.01-12)	Ongoing
4	Ongoing	Ongoing	Develop products and deliverables associated with ORTP 2040	Ongoing
5	Ongoing	Ongoing	Coordinate and cooperate with partner agencies in the development of ORTP 2040	Ongoing

Progress, Issues, and Discussion:

The next Oahu Regional Transportation Plan (ORTP) is due by April 2016. To date, there has been no need to revise or amend the approved ORTP 2035.

In FY 2014, OahuMPO staff:

- Participated in the negotiation of the scope-of-work for an island-wide telephone survey regarding transportation issues and opportunities
 - This project was determined to be infeasible once the local match for the FY 2013 obligation was withdrawn (see pages 8 - 12 for more details)
 - Consultants were notified of cancellation of telephone survey component
- Researched analyses needed to address all Federal requirements as well as pertinent issues such as climate variability, infrastructure resiliency, and Title VI/Environmental Justice outreach
- Drafted an existing conditions chapter for ORTP 2040
- Met with planning partners and other agencies for effort coordination
- Developed presentations for the TAC and CAC

The development of ORTP 2040 is currently behind schedule due to a combination of: 1) the funding issues described in detail on pages 8 - 12; 2) the amount of time staff has had to spend on federal corrective actions (and the related OahuMPO Planning Process Review (WE 205.01-12)); and 3) the vacancy of the Senior Planner position. As of the end of FY 2014, staff was attempting to secure funding for a consultant to assist with the operation of the Land Use Model (LUM) in order to get a land use forecast for 2040.

Below is a brief status summary of the selected tasks associated with the development of ORTP 2040:

Task	Description	Status
Pre-ORTP Tasks		
1.1	Develop performance measures	The Policy Committee has approved the Regional Goals (what will be measured) but specific metrics (how they will be measured) have not been identified
1.4	Establish ORTP TAC and CAC Subcommittee(s)	The CAC subcommittee has been formed; status reports are currently provided to the entire TAC in lieu of a subcommittee
1.8	Receive roadway network and bus	Completed

	route updates from DTS and HDOT	
1.9	Develop RFQ, advertise for, and select modeling consultant	Contract approval is awaiting secure funding
1.10	Develop RFQ, advertise for, and select economic analysis consultant	The <i>Transportation Revenue Forecasting & Alternative Revenue Exploration</i> (202.03-14) was approved as part of the FY 2014 OWP, but funding problems have delayed release of the RFQ
Existing Conditions		
2.1	Inventory and review all relevant studies for Oahu planning districts	Completed
2.2	Review HDOT emerging issues white papers from Hawaii State Transportation Plan	Completed
2.4	Conduct existing conditions meetings in each of the eight planning districts	Completed; two supplemental meetings are currently being planned
2.5	Performance measure analysis of existing conditions, as possible	Incomplete – final performance measures have not yet been identified
2.6	Completed Freight Study (WE 201.03-14)	This work element was canceled due to insufficient staff time and funding
2.7	Draft existing conditions chapter	Completed to the extent possible
2.8	Validate existing conditions with stakeholders, CAC, TAC, and Policy Committee	Incomplete
2.9	Finalize existing conditions chapter	Incomplete
Issue Identification		
3.2	On-line public survey of existing conditions, issues, and opportunities	Completed
3.6	Write issue identification chapter	Incomplete
2040 Forecasts		
4.1	Receive Socioeconomic forecasts from DBEDT	Completed
4.2	Complete 2015-2018 TIP	Completed
4.3	Select committed projects and develop 2040 baseline transportation network	Incomplete
4.4	Distribute socioeconomic data to TAZs	Incomplete; awaiting funding for LUM troubleshooting
4.6	Calibrate TDFM to base year 2012	Completed
4.7	Run TDFM 2040 baseline and analyze results	Incomplete
4.8	Develop revenue projections	Incomplete; work element was approved in FY 2014, but delayed by funding issues
Vision & Goals		
5.1	Update Vision Statement from ORTP 2035 as warranted	So far, there does not appear to be a need to update the existing statement
5.2	Update goals and objectives as warranted	Completed; but may be modified as tasks above are completed
Develop Draft Transportation Plan		
No sub-tasks have been completed		
Develop Final Plan		
No sub-tasks have been completed		

It is anticipated that filling the Senior Planner vacancy will help in the development of the performance measures as the Congestion Management Process is evaluated and updated. Additionally, staff anticipates scaling ORTP 2040 to be more of an interim update of ORTP 2035 versus a brand new plan. This should help create some efficiency in the development process. Resolution of OahuMPO's funding issues will also assist in the process. Staff will recommend a FY 2016 OWP with sufficient resources to help ensure completion of the plan as expeditiously as possible. However, as of the end of FY 2014, given the number and complexity of outstanding tasks, it appears extremely unlikely that ORTP 2040 will be completed by April 2016.

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

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

FFY 2014 Financial Summary – Oahu Regional Transportation Plan (301.16)				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Remaining from Previous Years	\$150,000	\$0	\$120,000	\$30,000
Contract Services Funding Programmed in FY 2014	\$0	\$0	\$0	\$0
<u>Contract Services Total Funding Available in FY 2014</u>	<u>\$150,000</u>	<u>\$0</u>	<u>\$120,000</u>	<u>\$30,000</u>
Contract Services Funding Expended in FY 2014	(\$0)	(\$0)	(\$0)	(\$0)
Contract Services Funding De-Obligated in FY 2014	(\$150,000)	(\$0)	(\$120,000)	(\$30,000)
Contract Services Funding Balance	\$0	\$0	\$0	\$0
Staff Labor Costs				
Staff Labor Funds Remaining from Previous Years	\$199,659	\$159,728	\$0	\$39,931
Staff Labor Funding Programmed in FY 2014	\$73,994	\$21,896	\$37,299	\$14,799
<u>Staff Labor Total Funding Available in FY 2014</u>	<u>\$273,653</u>	<u>\$181,624</u>	<u>\$37,299</u>	<u>\$54,730</u>
Staff Labor Funding Expended in FY 2014	(\$53,254)	(\$42,603)	(\$0)	(\$10,651)
Staff Labor Funding De-Obligated in FY 2014	(\$169,317)	(\$135,454)	(\$0)	(\$33,863)
Staff Labor Funding Balance	\$51,082	\$3,567	\$37,299	\$10,216
Total				
Total Funding Remaining from Previous Years	\$349,659	\$159,728	\$120,000	\$69,931
Total Funding Programmed in FY 2014	\$73,994	\$21,896	\$37,299	\$14,799
<u>Total Funding Available in FY 2014</u>	<u>\$423,653</u>	<u>\$181,624</u>	<u>\$157,299</u>	<u>\$84,730</u>
Total Funding Expended in FY 2014	(\$53,254)	(\$42,603)	(\$0)	(\$10,651)
Total Funding De-Obligated in FY 2014	(\$319,317)	(\$135,454)	(\$120,000)	(\$63,863)
Total Funding Balance	\$51,082	\$3,567	\$37,299	\$10,216

301.17-14: Transportation Improvement Program

Task No.	Estimated Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date
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 roadway improvements, transit priorities, and the City's financial plan for TIP projects	Ongoing
4	Ongoing	Ongoing	HDOT to identify any changes to State roadways and identify any planned water transit improvements	Ongoing
5	Ongoing	Ongoing	DPP to review the TIP to ensure its consistency with the City's <i>Development/Sustainable Communities Plans</i>	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 Oahu Regional Intelligent Transportation Systems Architecture (ORITSA) • Title VI & Environmental Justice 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	Identify and implement improvements to the TIP and its development process	Ongoing
12	7/2014	7/2014	Cooperatively develop FFYs 2015-2018 TIP	100%

Progress, Issues, and Discussion:

OahuMPO staff processed two major revisions and four minor revisions to the FFYs 2011-2014 TIP during FFY 2014, including all of the interagency coordination, correspondence, mapping, reports, public input, analyses, Title VI and environmental justice analysis, and document changes necessary. 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.

Staff also completed the FFYs 2015-2018 TIP, on time and on budget. Fortunately, given the lack of a Senior Planner or consultant capable of running the TDFM, the projects proposed for the FFYs 2015-2018 TIP had all been modeled previously, either as part of the previous TIP or as part of ORTP 2035, so additional modeling was not necessary.

In addition, OahuMPO staff also:

- Attended one training on MAP-21 performance measures for highway safety and HSIP proposed rules
- Participated in three over-the-shoulder reviews of the STIP
- Studied the new MAP-21 federal requirements for TIPs and incorporated as warranted
- Prepared the semi-annual TIP project status reports

The current TIP, revisions, the most recent Annual Listing of TIP-obligated projects, and other TIP-related news can be found here:

<http://www.oahumpo.org/plans-and-programs/transportation-improvement-program-tip/>

FFY 2014 Financial Summary – Transportation Improvement Program (301.17)				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Remaining from Previous Years	\$0	\$0	\$0	\$0
Contract Services Funding Programmed in FY 2014	\$0	\$0	\$0	\$0
<u>Contract Services Total Funding Available in FY 2014</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Contract Services Funding Expended in FY 2014	(\$0)	(\$0)	(\$0)	(\$0)
Contract Services Funding De-Obligated in FY 2014	(\$0)	(\$0)	(\$0)	(\$0)
Contract Services Funding Balance	\$0	\$0	\$0	\$0
Staff Labor Costs				
Staff Labor Funds Remaining from Previous Years	\$92,239	\$70,661	\$3,130	\$18,448
Staff Labor Funding Programmed in FY 2014	\$63,668	\$45,770	\$5,164	\$12,734
<u>Staff Labor Total Funding Available in FY 2014</u>	<u>\$155,907</u>	<u>\$116,431</u>	<u>\$8,295</u>	<u>\$31,182</u>
Staff Labor Funding Expended in FY 2014	(\$73,698)	(\$58,958)	(\$0)	(\$14,740)
Staff Labor Funding De-Obligated in FY 2014	(\$71,165)	(\$53,802)	(\$3,130)	(\$14,233)
Staff Labor Funding Balance	\$11,044	\$3,671	\$5,164	\$2,209
Total				
Total Funding Remaining from Previous Years	\$92,239	\$70,661	\$3,130	\$18,448
Total Funding Programmed in FY 2014	\$63,668	\$45,770	\$5,164	\$12,734
<u>Total Funding Available in FY 2014</u>	<u>\$155,907</u>	<u>\$116,431</u>	<u>\$8,295</u>	<u>\$31,182</u>
Total Funding Expended in FY 2014	(\$73,698)	(\$58,958)	(\$0)	(\$14,740)
Total Funding De-Obligated in FY 2014	(\$71,165)	(\$53,802)	(\$3,130)	(\$14,233)
Total Funding Balance	\$11,044	\$3,671	\$5,164	\$2,209

301.18-14: Transportation Alternatives Program Coordination

Task No.	Estimated Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date
1	Ongoing	Ongoing	Identify and engage pedestrian and bicycle transportation stakeholders	Ongoing
2	Ongoing	Ongoing	Review existing regulations and policies regarding bicycle and pedestrian transportation, including any relevant Complete Streets Policies, and ensure compliance between the OahuMPO planning process and those requirements	Ongoing
3	Ongoing	Ongoing	Identify and review existing plans regarding bicycle and pedestrian transportation and ensure coordination with OahuMPO's planning products where appropriate	Ongoing
4	Ongoing	Ongoing	Review publications, analysis, and other educational materials to improve knowledge of bicycle and pedestrian transportation planning issues, methods, and tools	Ongoing
5	Ongoing	Ongoing	Solicit projects for and competitively award TAP funding on Oahu	Ongoing

Progress, Issues, and Discussion:

The Transportation Alternatives Program (TAP) requires States or MPOs to develop a competitive process that allows eligible entities to submit projects for funding that plan, design, and construct on-road or off-road facilities for pedestrians, bicyclists, and other non-motorized forms of transportation and/or systems that provide safe routes for non-drivers, among other things.

Following the approval of MAP-21, OahuMPO staff developed a first-draft TAP document for purposes of starting a discussion about OahuMPO's TAP. After some delays and confusion regarding the State's position on TAP, OahuMPO staff formed and participated in a working group to further develop and refine the OahuMPO TAP. The result was a draft TAP guide for Oahu. At the close of FY 2014, OahuMPO staff was preparing to take the draft TAP guide to the TAC and CAC for their review and recommendation to the Policy Committee.

FFY 2014 Financial Summary – Bicycle-Pedestrian Coordination (301.18)				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Remaining from Previous Years	\$0	\$0	\$0	\$0
Contract Services Funding Programmed in FY 2014	\$0	\$0	\$0	\$0
<u>Contract Services Total Funding Available in FY 2014</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Contract Services Funding Expended in FY 2014	(\$0)	(\$0)	(\$0)	(\$0)
Contract Service Funding De-Obligated in FY 2014	(\$0)	(\$0)	(\$0)	(\$0)
Contract Services Funding Balance	\$0	\$0	\$0	\$0
Staff Labor Costs				
Staff Labor Funds Remaining from Previous Years	\$1,860	\$1,489	\$0	\$372
Staff Labor Funding Programmed in FY 2014	\$6,229	\$4,583	\$0	\$1,646
<u>Staff Labor Total Funding Available in FY 2014</u>	<u>\$8,089</u>	<u>\$6,072</u>	<u>\$0</u>	<u>\$2,018</u>
Staff Labor Funding Expended in FY 2014	(\$2,759)	(\$2,207)	(\$0)	(\$552)
Staff Labor Funding De-Obligated in FY 2014	(\$1,860)	(\$1,488)	(\$0)	(\$372)
Staff Labor Funding Balance	\$3,470	\$2,376	\$0	\$1,094
Total				
Total Funding Remaining from Previous Years	\$1,860	\$1,489	\$0	\$372
Total Funding Programmed in FY 2014	\$6,229	\$4,583	\$0	\$1,646
<u>Total Funding Available in FY 2014</u>	<u>\$8,089</u>	<u>\$6,072</u>	<u>\$0</u>	<u>\$2,018</u>
Total Funding Expended in FY 2014	(\$2,759)	(\$2,207)	(\$0)	(\$552)
Total Funding De-Obligated in FY 2014	(\$1,860)	(\$1,488)	(\$0)	(\$372)
Total Funding Balance	\$3,470	\$2,376	\$0	\$1,094

302.01-14: Overhead (Indirect Costs)

Task No.	Estimated Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	9/2014	9/2014	Office Space	100%	\$81,663
2	9/2014	9/2014	Photocopier	100%	\$7,376
3	9/2014	9/2014	Telephone	100%	\$3,835
4	9/2014	9/2014	Postage	100%	\$3,988
5	9/2014	9/2014	Printing	100%	\$0
6	9/2014	9/2014	Advertisements	100%	\$729
7	9/2014	9/2014	Subscriptions & Memberships	100%	\$7,169
8	9/2014	9/2014	Travel & Training	100%	\$2,280
9	9/2014	9/2014	Miscellaneous	100%	\$0
10	9/2014	9/2014	Office Supplies	100%	\$1,181
11	9/2014	9/2014	Equipment (other than computers)	100%	\$198
12	9/2014	9/2014	Computer & Peripheral Equipment	100%	\$0

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 2014 Financial Summary – Overhead (Indirect Costs) (302.01)				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Remaining from Previous Years	\$0	\$0	\$0	\$0
Contract Services Funding Programmed in FY 2014	\$0	\$0	\$0	\$0
<u>Contract Services Total Funding Available in FY 2014</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Contract Services Funding Expended in FY 2014	(\$0)	(\$0)	(\$0)	(\$0)
Contract Services Funding De-Obligated in FY 2014	(\$0)	(\$0)	(\$0)	(\$0)
Contract Services Funding Balance	\$0	\$0	\$0	\$0
Staff Labor Costs				
Staff Labor Funds Remaining from Previous Years	\$67,398	\$3,131	\$50,787	\$13,480
Staff Labor Funding Programmed in FY 2014	\$116,966	\$82,618	\$10,954	\$23,394
<u>Staff Labor Total Funding Available in FY 2014</u>	<u>\$184,364</u>	<u>\$85,749</u>	<u>\$61,741</u>	<u>\$36,874</u>
Staff Labor Funding Expended in FY 2014	(\$116,354)	(\$62,214)	(\$30,869)	(\$23,271)
Staff Labor Funding De-Obligated in FY 2014	(\$33,187)	(\$0)	(\$26,549)	(\$6,638)
Staff Labor Funding Balance	\$34,823	\$23,535	\$4,323	\$6,965
Total				
Total Funding Remaining from Previous Years	\$67,398	\$3,131	\$50,787	\$13,480
Total Funding Programmed in FY 2014	\$116,966	\$82,618	\$10,954	\$23,393
<u>Total Funding Available in FY 2014</u>	<u>\$184,364</u>	<u>\$85,749</u>	<u>\$61,741</u>	<u>\$36,874</u>
Total Funding Expended in FY 2014	(\$116,354)	(\$62,214)	(\$30,869)	(\$23,271)
Total Funding De-Obligated in FY 2014	(\$33,187)	(\$0)	(\$26,549)	(\$6,637)
Total Funding Balance	\$34,823	\$23,535	\$4,323	\$6,965

This report was funded in part through grants from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation. The views and opinions of the agency expressed herein do not necessarily state or reflect those of the U. S. Department of Transportation.