

**FEDERAL FISCAL YEAR 2011 ANNUAL PROGRESS REPORT ON
THE
OAHU METROPOLITAN PLANNING ORGANIZATION
OVERALL WORK PROGRAM**

OCTOBER 1, 2010 – SEPTEMBER 30, 2011



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

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Introduction

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

The Overall Work Plan (OWP) establishes the various work elements and their budgets for each fiscal year. OahuMPO expends funds in two basic ways. First, to support internal operations – pay staff, rent, and all of the expenses that are necessary to maintain a planning office. Second, revenue and spending authority that are not needed to maintain the OahuMPO office are made available to participating agencies in the form of pass-through planning grants. The OWP identifies both types of work elements. This report summarizes the financial and programmatic status of each work element from the State Fiscal Year (FY) 2011 OWP, as well as pass-through projects programmed in previous years that have not yet been completed.

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

Overall Summary

OahuMPO Internal Work Elements

Overall, OahuMPO internal and staff-time expenditures for Federal Fiscal Year (FFY) 2011 were on budget. Overall OahuMPO internal operations expended 96% of its FFY 2011 budget. Many individual work elements came in under budget, and three were over budget.

Some work elements of note:

- The **Oahu Regional Transportation Plan (202.06)** 2035 was approved in April 2011. Soon thereafter, the consultant's project manager left the firm. Final deliverables and invoices continued to trickle into OahuMPO through the end of the fiscal year. Final project close-out is expected to occur in FFY 2012.
- The **Transportation Asset Climate Change Vulnerability Assessment (202.08)** is a special grant project requiring a 50% match. The project was designed to use in-kind match from non-federally funded staff time spent on the project. The in-kind staff time was scheduled to occur early in the project, primarily during a two-day workshop of local planners and engineers, with the consultant portion scheduled very late in the project. The project is on-schedule for completion by November 30, 2011.
- The staff time needed for the **Household Interview Travel Survey and Travel Demand Forecasting Model Refresh (202.63)** was underestimated. A special market survey of trip generators was added to the project scope. Developing the lists of trip generators, verifying their contact information, and soliciting key data from them took considerable OahuMPO staff time. The entire staff time allocation was expended in FFY 2011. Additional staff time resources were identified in the FY 2012 OWP.
- The original budget for **Planning Resource and Support for Other Agencies (301.02)** was set at \$19,500. However, in May 2010 a new Executive Director was hired for OahuMPO. Staff time was reallocated from this work element when OahuMPO applied for the Transportation Asset Climate Change Vulnerability Assessment grant. In hindsight, this was a poor choice given the new Executive Director's need to meet and get to know the other local transportation planning agencies and stakeholders. The result is that this work element was significantly over budget.
- The **Overall Work Program (301.03)** (OWP) use to be the responsibility of the Planning Program Coordinator. However, the new Executive Director took over responsibility for development of the OWP in May 2010, while the Planning Program Coordinator remains in charge of monitoring the progress of pass-through projects managed by OahuMPO's partner agencies. Both the Executive Director's higher wage rate and time needed to learn the established development process for the OWP resulted in the work element being over budget. Future budgets will be adjusted accordingly.

Most internal MPO work elements expended roughly 70 to 100 percent of budgeted resources – somewhat within the expected range. **Program Support & Administration (301.01)** accounted for about 29% of all internal expenditures. As a general rule-of-thumb, program administration should account for no more than 20% of the program's overall budget. However, there are a number of staff activities that were billed to 301.01 that could be allocated to separate work elements that are not truly administrative in nature, including professional development time, conference attendance, and computer network maintenance and operations. Starting with the FY 2012 OWP, OahuMPO provided separate work element line items for these tasks. Overall, OahuMPO expended 96% of its funds budgeted for internal operations.

OahuMPO Consultant Contracts

In FFY 2011, there were five contracts for outside consultants that were managed by OahuMPO and one contract for the annual audit, which is actually a contract between the State Office of the Auditor and the auditing firm.

- Funds were budgeted within **Federal Planning Requirements (201.11)** for consultant work expected as a result of a new Federal Surface Transportation Authorization Act (STAA). Each new STAA usually contains new requirements for MPOs and necessitates the development of new procedures. However, a new STAA has not been approved by Congress and the President since the previous Act expired in 2009. OahuMPO will preserve these funds in its budget for the day when a new STAA is signed into law.
- As noted above, the **Transportation Asset Climate Change Vulnerability Assessment (202.08)** is well underway, though the consultant portion of the project was scheduled very late in the project and no funds were expended for consultant work in FFY 2011.
- The **Household Interview Travel Survey and Travel Demand Forecasting Model Refresh (202.63)** is underway. The consultant conducted a test survey in July 2011 to refine the survey instrument and methodology. A survey of visitors began in September 2011. Recruitment of households for the full travel survey began in November 2011.
- OahuMPO's **Single Audit (301.05)** for FFY 2010 was completed under budget.
- Significant progress was made by the consultant on the **Oahu Regional Transportation Plan (202.06)** in FFY 2011. This project has been, and was always intended to be, a multi-year effort. The final ORTP 2035 was approved by the Policy Committee in April 2011. However, due to staff turn-over for the consultant, project close-out will not occur until FFY 2012.
- The **Land Use Model Enhancement and Demonstration** project (**201.50**) was turned over to OahuMPO staff in 2008. 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. Notice to proceed was provided to the contractor in late September 2009. The project has been plagued by technical difficulties and the loss of a key staff member for the consultant. Very slow progress continues to be made as the consultant tries to find a replacement for its staff. A final completion date is unclear at this time. The consultant has been made aware of the need to complete the project as soon as possible; the consultant has assured OahuMPO staff that once it is fully staffed, it would reallocate resources to make up for the lost time on the project.

OahuMPO Pass-Through Project Grants

Significant progress was also made on many of the Pass-Through Projects in FFY 2011. Notice to Proceed (NTP) was given to the consultants for two of the four projects programmed in FY 2011, and is expected to be given by the end of the calendar year for the remaining two projects. The **Honolulu Urban Core Parking Master Plan (203.79)** was 89% completed during the reporting period. Significant progress was achieved on the **Pedestrian Master Plan (201.66)**, the **Ewa Impact Fees Study (203.75)**, and the **Short-Range Transit Service Operations Plan (203.77)**.

Year-Over-Year Comparison of Pass-Through Projects				
W.E. #	Project Title	Pct. Of Total Budget Expended		Notes
		2010	2011	
203.82-11	Separate Left-Turn Phase Alternatives Study	N/A	0%	NTP expected in December 2011
203.83-11	Village Park-Kupuna Loop Sub-Area Corridor Study	N/A	0%	NTP expected in December 2011
202.84-11	Waikiki Transit Circulator	N/A	0%	NTP given in August 2011
206.21-11	Ocean Pointe Feasibility Study	N/A	0%	NTP given in August 2011; project subsequently cancelled
203.79-10	Honolulu Urban Core Parking Master Plan	0%	89%	
203.80-10	Makakilo Traffic Study	0%	0%	NTP given in August 2011
203.81-10	West Waikiki Traffic Study	0%	0%	NTP given in October 2011
201.66-09	Pedestrian Master Plan	14%	45%	
201.67-09	Strategies for Energy Efficiency in Transportation	98%	100%	Project completed and closed-out
202.36-09	Selection of Enhancement Projects on Oahu	14%	15%	Project suspended; will be closed-out in FY 2012
203.75-09	Ewa Impact Fees for Traffic & Roadway Improvements	10%	55%	
203.77-09	Short-Range Transit Service Operations	67%	95%	
203.78-09	Transit Street Improvement Study	0%	0%	Project is underway, but no reimbursements were paid in FFY 2011
203.74-08	Human Services Transportation Coordination	98%	99%	Project completed and closed-out
201.65-07	Tantalus & Round Top Drive Boundary Identification	72%	73%	Project delayed by negotiations with other City departments
202.62-06	Travel Demand Forecasting Model Upgrade	87%	91%	Project completed and closed-out
201.39-04	Land Use File Update System	98%	98%	Project completed and closed-out

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

Beginning with the FY 2013 OWP, OahuMPO will develop a rolling two-year work program that will allow the City and County of Honolulu to budget for upcoming work elements. OahuMPO expects that this will help expedite the initiation of the work elements. Additionally, OahuMPO and the City & County of Honolulu's Department of Transportation Services (DTS) are coordinating to help ensure that DTS staff does not become overburdened with projects. While the County's transportation planning needs are many,

the traveling public does not benefit if staff time is over-committed and planning projects languish as a result. OahuMPO and DTS will continue this cooperative effort to ensure that DTS staff has a work load appropriate to their available resources.

OWP Work Element Update

Table of Work Elements

The table on the following page presents a snapshot of expenditures during FFY 2011 for work elements programmed in FY 2011 and previous fiscal years, but which have not yet been completed. The table is designed to provide a quick reference as to the status of implementation for each work element.

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

The second section – OahuMPO Consultant Contracts – summarizes only those work elements or those portions of work elements completed by consultants. Both FFY 2011 expenditures and total expenditures to-date are shown.

The third section – OahuMPO Pass-Through Project Grants – summarizes those work elements for which OahuMPO planning funds are being used, a consultant is completing the work, and which are managed by staff from a participating agency, such as the Hawaii Department of Transportation (HDOT) or DTS. Both FFY 2011 expenditures and total expenditures to-date are shown.

OahuMPO Internal Work Elements

Series 100	Overall Planning					
	None					
Series 200	Metropolitan Transportation Planning	2011 Budget	2011 Expenditure		% 2011 Budget Expended	Notes
201.06-11	Census Planning	\$21,200	\$13,110		62%	
201.11-11	Federal Planning Requirements	\$20,622	\$10,203		49%	
201.60-11	Travel Demand Forecasting Model	\$24,000	\$17,506		73%	
202.06-11	Oahu Regional Transportation Plan	\$132,600	\$88,661		67%	
202.07-11	Transportation Improvement Program	\$96,300	\$85,907		89%	
202.08-11	Transportation Asset Climate Change Vulnerability Assessment	\$33,142	\$30,476		92%	This work element was designed to be staff labor-intensive early in the project, with the consultant portion coming late in project development (see below). Project completion is expected late in calendar year 2011.
202.63-11	Household Interview Travel Survey and Travel Demand Forecasting Model Refresh	\$24,600	\$24,584		100%	Consultant procurement and contracting took more staff time than anticipated. Additional staff resources were identified for this work element in the FY 2012 OWP.
Series 300	Coordination of the Planning Program	2011 Budget	2011 Expenditure		% 2011 Budget Expended	Notes
301.01-11	Program Support & Administration	\$162,448	\$178,154		110%	
301.02-11	Planning Resource and Support for Other Agencies	\$7,992	\$26,110		327%	The original budget for this work element was \$19,500, but was reduced to make room for work element 202.08. In hindsight, given the hiring of the new Executive Director and the need to meet with and get to know other local transportation players, the budget for another work element should have been reduced instead.
301.03-11	Overall Work Program	\$46,077	\$83,913		182%	The new Executive Director assumed responsibility for this work element in May 2010. The overage here reflects both his higher salary rate and learning curve for this work element. Future budgets will be adjusted accordingly.
301.04-11	Support for Citizen Advisory Committee & Additional Public Outreach	\$73,600	\$63,883		87%	
301.05-11	Single Audit	\$47,100	\$40,614		86%	
301.08-11	Disadvantaged Business Enterprise Program	\$8,400	\$4,277		51%	
Total		\$698,081	\$667,398		96%	

OahuMPO Managed Projects

Series 200	Metropolitan Transportation Planning	Total Budget	2011 Expenditure	Total Expenditure	% Total Budget Expended	Notes
201.11-11	Federal Planning Requirements	\$294,000	\$0	\$0	0%	Funding set aside to conduct evaluation of post-SAFETEA-LU appropriation and develop changes to MPO processes and procedures as needed. A new Surface Transportation Authorization Act was not approved in FY 2011, so no funds were expended.
202.08-11	Transportation Asset Climate Change Vulnerability Assessment	\$82,000	\$0	\$0	0%	The consultant portion of this work element was scheduled to occur late in project development. The project is well underway and completion is expected late in calendar year 2011. The final consultant contract was for \$53,000.
202.63-11	Household Interview Travel Survey and Travel Demand Forecasting Model Refresh	\$1,000,000	\$81,510	\$81,510	8%	This project is well underway.
301.05-11	Single Audit	\$22,000	\$19,000	\$19,000	86%	
202.06-09	Oahu Regional Transportation Plan	\$1,000,000	\$346,899	\$882,360	88%	The ORTP 2035 was approved in April 2011. The consultant project manager left and was replaced soon thereafter. Final deliverables and billings continued to trickle in to OahuMPO through the remainder of the fiscal year. Final project close-out will occur in FY 2012.
202.36-09	Selection of Transportation Enhancement Projects for Oahu	\$20,300	\$85	\$2,951	15%	Project suspended as one major Transportation Enhancement (TE) project, the Leeward Bikepath, has been and will continue to be the primary TE project for the island until completion. This project will be closed-out in FY 2012.
202.62-06	Travel Demand Forecasting Model Upgrade	\$264,481	\$9,826	\$239,698	91%	Project completed in 2008, significantly under budget. However, OahuMPO staff continued to bill hours to the project to spend down the authorization rather than closing out the project and deobligating the funds. Staff has been strongly discouraged from continuing this practice.
201.50-05	Land Use Model Enhancement and Demonstration	\$250,000	\$29,112	\$72,671	29%	Project was delayed by technical difficulty in getting the OahuMPO regional travel demand model to run properly on the consultant's computers. Also, a key consultant staff member left, and a replacement is being sought.
Total		\$2,932,781	\$486,432	\$1,298,190	44%	

OahuMPO Pass-Through Project Grants

Series 200	2011 Pass-Through Projects	Total Award	2011 Expenditure		% Total Budget Expended	Notes
203.82-11	Separate Left-Turn Phase Alternatives Study	\$118,130	\$433		0%	Consultant procurement is underway. Anticipate notice-to-proceed sometime in December 2011.
203.83-11	Village Park-Kupuna Loop Sub-Area Corridor Study	\$171,531	\$433		0%	Consultant procurement is underway. Anticipate notice-to-proceed sometime in December 2011.
202.84-11	Waikiki Transit Circulator Study	\$350,000	\$0		0%	Notice-to-proceed was effective August 22, 2011. Public involvement plan and strategic plan are set. This work element will be closely coordinated with the West Waikiki Traffic Study (203.81-10)
206.21-11	Waterborne Transit: Ocean Pointe Marina Feasibility Study	\$158,154	\$0		0%	Notice-to-proceed was given August 16, 2011.
Series 200	Active Pass-Through Projects Programmed in Previous Years	Total Award	2011 Expenditure	Total Expenditure	% Total Budget Expended	Notes
203.79-10	Honolulu Urban Core Parking Master Plan	\$500,004	\$444,529	\$444,529	89%	Task 2 of this work element is under review for possible revision to identify and evaluate appropriate parking meter technologies.
203.80-10	Makakilo Traffic Study	\$264,000	\$0	\$0	0%	Consultant was given notice-to-proceed on 8/8/11 and is currently collecting data.
203.81-10	West Waikiki Traffic Study	\$264,000	\$0	\$0	0%	Consultant was given notice-to-proceed on 10/12/11. Project kick-off was delayed by the need to coordinate this work element with the Waikiki Transit Circulator project (202.84-11).
201.66-09	Pedestrian Master Plan	\$1,636,100	\$587,932	\$729,379	45%	
201.67-09	Strategies for Energy Efficiency in Transportation	\$135,000	\$2,945	\$134,977	100%	Project Completed
203.75-09	Ewa Impact Fees for Traffic & Roadway Improvements Update Study	\$400,000	\$180,660	\$219,368	55%	The final contract for this project was \$375,000. Project is expected to be completed by January 2012.
203.77-09	Short-Range Transit Service Operations Plan	\$510,000	\$146,861	\$486,663	95%	Completion of the public participation plan has taken longer than expected. Final project completion is expected by March 2012.
203.78-09	Transit Street Improvement Study & Demonstration	\$500,000	\$0	\$0	0%	This project is about 50% completed, though no Federal reimbursements were paid in FY 2011. The consultant contract is for \$493,510, of which only \$200,000 (40%) is Federal.
203.74-08	Human Services Transportation Coordination Plan & Program	\$500,000	\$4,923	\$493,263	99%	Project Completed
201.65-07	Tantalus & Round Top Drive Boundary Identification Study	\$1,000,000	\$7,658	\$729,821	73%	Project was delayed by the need to coordinate with other City agencies regarding right-of-way boundaries.
201.39-04	Land Use File Update System	\$202,750	\$997	\$199,185	98%	Project Completed
Total		\$6,709,669	\$1,377,371	\$3,437,185	51%	

Grand Total		\$10,340,531	\$2,531,201	\$4,735,375	46%	
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The Work Elements

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

The reader is reminded that this report is intended to be programmatic in nature. Its purpose is to represent how effectively and to what extent the MPO was able to implement the FY 2011 OWP. It does not necessarily present a complete financial accounting picture. For example, the first work element – 201.06 Census Data – is programmed every year. Much of the FY 2011 financial expenditure for this work element came from its FY 2009 obligation, which still had an outstanding positive balance at the beginning of FY 2011. However, these accounting details are excluded from this report to minimize confusion for the reader and appropriately emphasize the work that was accomplished in FY 2011.

In those cases where a negative balance is reported (e.g., work elements 301.01, 301.02, and 301.03), the additional resources needed came from previous years obligations. In no instance was the FY 2011 obligation for any work element spent down to zero. The FY 2011 balances will remain available for FY 2012 expenses.

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

201.06-11: Census Data

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	Ongoing	Ongoing	Participate in the activities of the Hawaii State Data Center	Ongoing	
2	12/2011	7/2011	Revise and submit Traffic Analysis Zone (TAZ) data to the U.S. Census Bureau	100%	
3	Ongoing	Ongoing	Review and analyze the 2010 census data	Ongoing	
4	Ongoing	Ongoing	Integrate the 2010 census data into the metropolitan transportation planning process	Ongoing	

Progress, Issues, and Discussion:

OahuMPO staff delineated traffic analysis zones and traffic analysis districts based on 2010 census blocks and submitted that information to the U.S. Census Bureau in support of the Census Transportation Planning Products. They also completed the annual report survey for the Hawaii State Data Center. Staff is anticipating the release of the Census 2010 summary files and integrating these data into the travel demand model refresh (see work element 202.63-11 below).

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

FFY 2011 Financial Summary				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed	\$0	\$0	\$0	\$0
Contract Services Funding Expended	\$0	\$0	\$0	\$0
Contract Services Funding Balance	\$0	\$0	\$0	\$0
Staff Labor Costs				
Staff Labor Funding Programmed	\$21,200	\$16,960	\$0	\$4,240
Staff Labor Funding Expended	\$13,110	\$10,488	\$0	\$2,622
Staff Labor Funding Balance	\$8,090	\$6,472	\$0	\$1,618
Total				
Total Funding Programmed	\$21,200	\$16,960	\$0	\$4,240
Total Funding Expended	\$13,110	\$10,488	\$0	\$2,622
Total Funding Balance	\$8,090	\$6,472	\$0	\$1,618

201.11-11: Federal Planning Requirements

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	Ongoing	Ongoing	OahuMPO will discuss local implementation of Federal planning regulations with its participating agencies and Federal officials.	Ongoing	
2	Ongoing	Ongoing	OahuMPO will review, modify, and/or establish procedures and guidelines for incorporating Federal planning requirements into the OahuMPO, State, and City plans, programs, and processes.	Ongoing	
3	Ongoing	N/A	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.	N/A	\$0
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	12/2010	N/A	OahuMPO will participate in follow-up requests relating to 2010 statewide planning findings.	N/A	\$0
7	Ongoing	N/A	OahuMPO will review proposed Federal regulations, modifications, and additions as they affect metropolitan transportation planning requirements.	N/A	\$0
8	TBD	N/A	Consultant to assist the OahuMPO in conducting the above-mentioned tasks, as needed.	N/A	\$0

Progress, Issues, and Discussion:

Much of the staff time for this work element and the consultant portion were developed in anticipation of a new Federal Surface Transportation Authorization Act (STAA) being approved by the Congress and the President to replace the previous STAA, which expired in 2009. Often, a new STAA will necessitate new policies and/or procedures at the MPOs to meet new planning requirements. However, a new STAA was

not approved in FFY 2011. The consultant budget, which has been obligated and matched, will be retained by OahuMPO for use when the new STAA is signed into law.

Task 6 appears to have been included in this work element by error. It is not clear to OahuMPO staff if there were statewide planning findings in 2010 or what role OahuMPO would have played in any follow-up. Any findings, if they occurred, would be superseded by the FY 2011 Federal Certification Review.

Useful background information on the STAA can be found here:

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

The most recent STAA, entitled the "Safe Accountable Flexible Efficient Transportation Equity Act: a Legacy for Users" can be found here: <http://www.fhwa.dot.gov/safetealu/>

FFY 2011 Financial Summary				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed	\$294,000	\$0	\$235,200	\$58,800
Contract Services Funding Expended	\$0	\$0	\$0	\$0
Contract Services Funding Balance	\$294,000*	\$0	\$235,200	\$58,800
Staff Labor Costs				
Staff Labor Funding Programmed	\$20,622	\$0	\$16,498	\$4,124
Staff Labor Funding Expended	\$10,203	\$0	\$8,162	\$2,041
Staff Labor Funding Balance	\$10,419	\$0	\$8,336	\$2,083
Total				
Total Funding Programmed	\$314,622	\$0	\$251,698	\$62,924
Total Funding Expended	\$10,203	\$0	\$8,162	\$2,041
Total Funding Balance	\$304,419	\$0	\$243,536	\$60,883

*This contract funding will be "banked" until a new STAA becomes law and OahuMPO's processes and procedures need to be updated to become compliant with the new law.

201.60-11: Travel Demand Forecasting Model

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	Ongoing	Ongoing	OahuMPO to run the Travel Demand Forecasting Model (TDFM) and analyze results as necessary	Ongoing	
2	Ongoing	Ongoing	OahuMPO to update the model networks as necessary	Ongoing	
3	Ongoing	Ongoing	OahuMPO to document any modification to the TDFM user's manual.	Ongoing	

Progress, Issues, and Discussion:

In addition to the tasks listed above, the OahuMPO Executive Director and Senior Planner attended a three-day TransCAD training to learn about the new TDFM software. The Senior Planner also used the TDFM to assess the impacts of various new and proposed facilities on the transportation network, and responded to requests from government agencies and the private sector for model results and files. A new household interview travel survey and model refresh is underway via a separate work element (202.63).

FFY 2011 Financial Summary				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed	\$0	\$0	\$0	\$0
Contract Services Funding Expended	\$0	\$0	\$0	\$0
Contract Services Funding Balance	\$0	\$0	\$0	\$0
Staff Labor Costs				
Staff Labor Funding Programmed	\$24,000	\$0	\$19,200	\$4,800
Staff Labor Funding Expended	\$17,506	\$0	\$14,005	\$3,501
Staff Labor Funding Balance	\$6,494	\$0	\$5,195	\$1,299
Total				
Total Funding Programmed	\$24,000	\$0	\$19,200	\$4,800
Total Funding Expended	\$17,506	\$0	\$14,005	\$3,501
Total Funding Balance	\$6,494	\$0	\$5,195	\$1,299

202.06-11: Oahu Regional Transportation Plan

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	4/2011	4/2011	OahuMPO to attend meetings; make presentation to organizations, agencies, and the public requiring information or briefings on the Oahu Regional Transportation Plan (ORTP), including its development process, products, or related activities; and solicit input.	100%	
2	05/2011	Ongoing	OahuMPO to administer and provide oversight to the consultant effort	90%	
3	Ongoing	4/2011	OahuMPO to coordinate activities with its participating agencies to the update effort	100%	
4	Ongoing	Ongoing	OahuMPO to provide technical support, including the running of the TDFM and creating Geographical Information Systems (GIS) maps to augment the consultant effort	Ongoing	
5	Ongoing	9/2011	OahuMPO to review interim products and working papers	100%	
6	11/2008	2/2009	Draft and final scopes of services	100%	\$5,023
7	12/2008	12/2009	Draft and final project management plans, and project schedules in Microsoft® Project 2003.	100%	\$4,762
8	Monthly	Monthly throughout project	Progress reports, progress meetings, and invoices	100%	\$20,215
9	4/2009	6/2009	Draft and final public participation and outreach program plans, and presentations on the draft public participation and outreach program plan to the CAC Working Group and the Policy Committee	100%	\$14,500
10	4/2009	6/2009	ORTP project outreach logo draft and final versions	100%	\$9,290
11	5/2009	7/2009	Stage 1 stakeholder and focus group interviews and summary reports	100%	\$47,946
12	5/2009	6/2009	Stage 1 public outreach announcement materials	100%	\$576
13	5/2009	10/2009	Stage 1 island-wide telephone (resident) survey—development of survey materials and plan submission	100%	\$15,328

14	6/2009	11/2009	Stage 1 island-wide telephone (resident) survey—completion of 450 surveys; supplemental plans and reports	100%	\$11,016
15	7/2009	1/2010	Stage 1 island-wide telephone (resident) survey—completion of 600 surveys; submittal of final reports and data sets	100%	\$8,262
16	10/2009	4/2010	Stage 2 stakeholder interviews—data collection and summary reports	100%	\$18,100
17	10/2009	6/2010	Stage 2 focus group interviews—data collection and summary reports	100%	\$21,000
18	1/2010	7/2010	Stage 2 island-wide telephone (resident) survey—development of survey materials and completion of 250 surveys	100%	\$18,100
19	2/2010	8/2010	Stage 2 island-wide telephone (resident) survey—completion of 750 resident surveys; submittal of supplemental plans and reports	100%	\$19,700
20	3/2010	9/2010	Stage 2 island-wide telephone (resident) survey—completion of 1,000 resident surveys; submittal of final reports and data sets	100%	\$16,600
21	4/2010	9/2010	Stage 3 conduct three regional meetings—data collection and summary reports	100%	\$41,182
22	11/2010	2/2011	Stage 4 conduct island-wide meeting—data collection & summary reports	100%	\$32,300
23	5/2009	10/2009	Draft and final existing transportation system inventory reports	100%	\$14,600
24	5/2009	10/2009	Draft and final existing land use conditions reports	100%	\$4,400
25	2/2009	6/2009	Draft and final ORTP 2035 vision statements	100%	\$2,500
26	2/2009	6/2009	Draft and final ORTP 2035 goals and objectives reports	100%	\$9,800
27	2/2009	6/2009	Draft and final performance measures matrices with supporting documentation	100%	\$11,800
28	3/2009	6/2009	Final performance measures applications report, including a Microsoft® PowerPoint Presentation for TAC, updated content for the OahuMPO web site, and presentations on the vision statement, goals and objectives to the CAC, and presentations on the vision statement, goals and objectives, and performance measures to the TAC	100%	\$2,900
29	8/2009	11/2009	Draft and final multi-modal transportation system existing conditions performance reports	100%	\$54,000
30	9/2009	12/2009	Draft and final ORTP 2035 revenue sources reports	100%	\$8,800

31	9/2009	12/2009	Draft and final ORTP 2035 revenue projections reports; presentation of the final report to the TAC, and a workshop for the Policy Committee	100%	\$34,200
32	9/2009	10/2009	Draft and final socio-economic data reasonableness reports	100%	\$6,200
33	4/2009	7/2009	Draft and final baseline project definition and characteristics reports	100%	\$8,800
34	6/2009	11/2009	Draft and final baseline auto and transit travel demand forecasts reports, and updated OahuMPO travel demand model	100%	\$32,200
35	7/2009	12/2009	Draft and final baseline forecast analysis technical memorandum and forecast analysis files	100%	\$47,900
36	8/2009	1/2010	Draft and final baseline problems and issues technical memoranda	100%	\$14,900
37	10/2009	6/2010	Draft and final potential new system potential transportation improvement projects matrices	100%	\$17,400
38	10/2009	5/2010	Draft and final project cost estimates reports	100%	\$39,600
39	2/2009	10/2009	Draft and final ORTP 2035 scenarios evaluation methodology technical memoranda	100%	\$16,800
40	3/2010	2/2010	Draft and final alternative ORTP 2035 scenarios summary reports	100%	\$51,200
41	5/2010	10/2010	Draft and final alternative ORTP 2035 scenarios travel demand model elements reports and alternative ORTP 2035 scenarios; OahuMPO travel demand model and Geographic Information System files	100%	\$33,500
42	7/2010	8/2010	Draft and final ORTP qualitative project-level performance analyses reports	100%	\$45,200
43	9/2010	2/2011	Draft and final congestion management process reports for ORTP 2035 and OahuMPO travel demand model CMP analyses and Geographic Information System files	100%	\$35,100
44	10/2010	8/2011	Draft and final preferred ORTP 2035 scenario summary reports	100%	\$13,500
45	11/2010	7/2011	Draft and final travel demand model elements reports and preferred ORTP 2035 scenarios; OahuMPO travel demand model and Geographic Information System files	100%	\$18,500
46	11/2010	7/2011	Draft and final preferred ORTP 2035 scenario analysis reports and preferred ORTP 2035 scenario performance analyses and Geographic Information System files	100%	\$41,700
47	12/2010	2/2011	Draft and final ORTP 2035 booklets (1 st draft)	100%	\$37,300

48	12/2010	2/2011	Draft and final technical reports (1 st draft); updated content for OahuMPO website	100%	\$43,300
49	3/2011	4/2011	Draft and final ORTP 2035 booklets (2 nd draft)	100%	\$18,000
50	3/2011	4/2011	Draft and final technical reports; updated content for OahuMPO website (2 nd draft)	100%	\$32,000

Progress, Issues, and Discussion:

OahuMPO staff provided support to the consultant as it worked to update the ORTP, including but not limited to reviewing and commenting on deliverables, assisting in the coordination of and attending public input meetings and regular project coordination meetings, updating the OahuMPO website as needed, and guiding the updated document through the approval process. The consultant conducted public input meetings and completed the final ORTP 2035 which was approved in April 2011. Soon after, the consultant's project manager left the firm. Delivery of the final products were somewhat delayed as the new project manager assumed control of the project. All deliverables were received and the contract was closed-out in early FFY 2012.

All deliverables were received from the consultant and accepted. The work products produced and tasks completed during FFY 2011 were those necessary to prepare the draft and final documents. Among these were:

1. Validation of projects for inclusion in the ORTP 2035 based on input received from the public as well as from OahuMPO's participating agencies.
2. Confirming the revenue projections that were developed in October 2009 as well as the estimated year-of-expenditure costs for each of the projects.
3. Producing multiple Transportation Demand Forecasting Model runs necessary for ranking projects for the Congestion Management Process (CMP) to determine impacts on congestion mitigation and evaluating alternative packages of potential projects.
4. Conducting regional and island wide public meetings and formal comment periods for both the public as well as intergovernmental review.
5. Development of the Congestion Management Process (CMP) analysis.
6. Continued consultation with OahuMPO's participating agencies and with other Federal, State, and City agencies, as required under 23 CFR 450.322(g).
7. Presented the draft and final reports to the Citizen Advisory Committee (CAC) and Technical Advisory Committee (TAC) prior to submitting to the Policy Committee for approval.
8. Sending copies of the approved plan to the Governor and to all Federal, State, and City partner agencies.
9. Posting the final plan, its associated technical report, and all intermediate work papers on the OahuMPO website.

There was a delay between October and December as DTS reviewed and revised the final project list. As a result, in order to meet the Federal deadline by which the plan needed to be approved, it was necessary to decrease the amount of time available for public review from 60 to 45 days.

In addition to the issues discussed in the section above, the consultant had a pattern of not completing tasks on time; and, while the technical work was of high quality, the deliverables typically required heavy editing (grammar, spelling, inconsistencies, etc.) despite having gone through the consultant's internal quality assurance reviews. While both of these issues were raised on multiple occasions within the

consultant's management hierarchy, corrective actions were not taken. An example is that it took a total of eleven versions to develop the draft ORTP booklet; and the version the consultant printed for public review included an incorrect version of the project list, so a corrected list had to be printed, inserted, and stapled into the back of the booklet. The outcome for the consultant was that payment for some deliverables were delayed considerably.

The working-level contact assigned by DTS to support this effort and coordinate with other City agencies was largely ineffective. Given the expanded entities with which OahuMPO needs to work, it may be appropriate for the comprehensive agreement and appropriate City ordinance to be revised to create direct relationships with the Department of Facility Maintenance (DFM) and Department of Design and Construction (DDC) as well as the Department of Emergency Management (DEM) and the Honolulu Authority for Rapid Transit (HART).

For the 2040 update, there are some significant changes that OahuMPO has been discussing, including:

1. Beginning the update process in 2011 to obtain public input and lay the groundwork for the plan, aiming for a continuous update approach.
2. Bringing the majority of project components "in house" and relying on one or more consultants for specific, technical tasks that are well-defined. In-house tasks could include vision, goals and objectives, setting performance measures, conducting the majority of public outreach activities (recognizing that use of a public relations firm will be essential), developing existing conditions assessment, etc.
3. Creating a working group of interested parties to provide ongoing guidance to the project in a more effective and useful manner.
4. Continuing to build on the relationships developed with Federal, State, City, and other agencies; and maintaining ongoing dialogue and consultation.
5. Starting with a "clean slate," rather than assuming that the earlier ORTP(s) are sufficient as a beginning point.
6. Developing a fully-interactive website to support public education and involvement processes.

The final plan and many of the supporting documents can be found here:

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

FFY 2011 Financial Summary				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed (FY 2009)	\$1,000,000	\$0	\$800,000	\$200,000
Contract Services Funding Expended (Through 9/2011)	\$882,360	\$0	\$705,888	\$176,472
Contract Services Funding Balance	\$117,640	\$0	\$94,112	\$23,528
Staff Labor Costs				
Staff Labor Funding Programmed (FY 2011 only)	\$132,600	\$43,513	\$62,567	\$26,520
Staff Labor Funding Expended	\$88,661	\$0	\$70,929	\$17,732
Staff Labor Funding Balance	\$43,939	\$43,513	(\$8,362)	\$8,788
Total				
Total Funding Programmed	\$1,132,600	\$43,513	\$862,567	\$226,520
Total Funding Expended	\$971,021	\$0	\$776,817	\$194,204
Total Funding Balance	\$161,579	\$43,513	\$85,750	\$32,316

202.07-11: Transportation Improvement Program

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	Ongoing	7/2010	OahuMPO and its participating agencies to monitor and revise, cooperatively and as necessary, the TIP for FFYs 2008-2011; ensure its consistency with the regional transportation plan and Federal statutes; identify any changes in project priorities; and, ensure its financial viability	100%	
2	Ongoing	FFYs 2011-2014 TIP completed in July 2010	OahuMPO and its participating agencies to cooperatively develop and revise, as necessary the draft FFYs 2011-2014 TIP	Ongoing	
3	Ongoing	Ongoing	OahuMPO and its participating agencies to review and update, cooperatively and as necessary, the TIP development process	Ongoing	
4	Ongoing	Ongoing	DTS, in consultation with City agencies, to identify any changes to transportation system improvements and the City's financial plan for TIP projects, and any transit priorities for Oahu	Ongoing	
5	Ongoing	Ongoing	HDOT to identify any changes to State highway and water transit improvements	Ongoing	
6	Ongoing	Ongoing	Department of Planning and Permitting (DPP) to review the TIP to ensure its consistency with the City's Development/Sustainable Communities Plans	Ongoing	
7	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	
8	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: <ol style="list-style-type: none"> 1. Compliance with Federal planning factors 2. Consistency with the ORTP 3. Consistency with the Regional Intelligent Transportation Systems Architecture 4. Title VI and environmental justice compliance 5. Congestion management process analyses 	Ongoing	

			6. Roadway and transit project evaluations		
9	Ongoing	Ongoing	OahuMPO to process the draft TIP and TIP revisions through the CAC, TAC, and Policy Committee, as appropriate; OahuMPO to follow the strategies and procedures outlined in the OahuMPO Participation Plan (OPP) for revising the TIP	Ongoing	
10	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	
11	Ongoing	Ongoing	OahuMPO and its participating agencies to develop, cooperatively, a semi-annual status report and an annual listing of projects for which funds were obligated in the preceding program year	Ongoing	

Progress, Issues, and Discussion:

OahuMPO staff processed three major revisions and five minor revisions to the FFYs 2011-2014 TIP during FFY 2011, including all of the interagency coordination, correspondence, mapping, reports, public input, and document changes necessary. Additionally, the OahuMPO Senior Planner reviewed DTS's FTA grant applications with respect to their consistency with the approved TIP.

One area of concern regarding the TIP is the sheer number of revisions that have been requested by the participating agencies. Federal regulations identify the purpose of the TIP as "a management tool for monitoring progress in implementing the transportation plan".¹ The TIP is intended to establish:

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

As such, there is value in producing a TIP that is well planned so that the traveling public and stakeholder agencies can have faith that the projects identified in the TIP will be implemented according to schedule. While regulations allow for the TIP to be revised at any time², a project implementation plan that changes too frequently serves no purpose, and simply becomes a waste of valuable staff time.

OahuMPO intends to work in cooperation with its participating agencies in the near future to re-examine the process of TIP development and make changes necessary to ensure the TIP becomes a more reliable, less frequently revised implementation plan. This process will begin in FFY 2012.

The current TIP, revisions, and other TIP-related news can be found here:
<http://www.oahumpo.org/programs/tipcurrent.html>

The Annual Listing of TIP-obligated projects can be found here:
http://www.oahumpo.org/tip_docs/TIP08-11/10-09-30_TIP_Annual_List_Obligated_Projects.pdf

¹ 23 CFR 450.324 (l)
² 23 CFR 450.326 (a)

FFY 2011 Financial Summary				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed	\$0	\$0	\$0	\$0
Contract Services Funding Expended	\$0	\$0	\$0	\$0
Contract Services Funding Balance	\$0	\$0	\$0	\$0
Staff Labor Costs				
Staff Labor Funding Programmed	\$96,300	\$0	\$77,040	\$19,260
Staff Labor Funding Expended	\$85,907	\$0	\$68,726	\$17,181
Staff Labor Funding Balance	\$10,393	\$0	\$8,314	\$2,079
Total				
Total Funding Programmed	\$96,300	\$0	\$77,040	\$19,260
Total Funding Expended	\$85,907	\$0	\$68,726	\$17,181
Total Funding Balance	\$10,393	\$0	\$8,314	\$2,079

202.08-11: Transportation Asset Climate Change Vulnerability Assessment

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

Progress, Issues, and Discussion:

OahuMPO staff executed many of the tasks listed above in cooperation with staff from FHWA, for which OahuMPO staff is grateful. The limited availability of staff time from other agencies and departments prevented the formation of the project oversight committee.

The project is funded in part by a special FHWA grant to test their proposed vulnerability assessment methodology, requiring a 50% local match. In-kind services can be used to meet the match requirements. This work element was designed to solicit the participation of many local planners and engineers to help meet the local match requirement. That participation came primarily during a two-day workshop, held in March 2011, to present the latest climatological information and solicit input on transportation priorities. Only \$53,000 in local match was received, reducing the amount available for the consultant contract from the \$82,000 grant award. The consultant portion of the work element was completed by November 30, 2011. No consultant reimbursements were paid out during FFY 2011.

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

The final document was completed and delivered to FHWA by November 30, 2011.

The project website can be found here:

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

FFY 2011 Financial Summary				
Contract Services	Total	FTA 5303	FHWA	Local
Contract Services Funding Programmed	\$82,000 ³	\$0	\$82,000	In-Kind
Contract Services Funding Expended	\$0	\$0	\$0	\$0
Contract Services Funding Balance	\$82,000	\$0	\$82,000	In-Kind
Staff Labor Costs				
Staff Labor Funding Programmed	\$33,142	\$20,050	\$6,463	\$6,629
Staff Labor Funding Expended	\$30,476	\$17,926	\$6,455	\$6,095
Staff Labor Funding Balance	\$2,666	\$2,124	\$8	\$534
Total				
Total Funding Programmed	\$115,142	\$20,050	\$88,463	\$6,629 + In-Kind
Total Funding Expended	\$30,476	\$17,926	\$6,455	\$6,095
Total Funding Balance	\$84,666	\$2,124	\$82,008	\$534 + In-Kind

³ Final contract amount was \$53,000

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

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	1/2011		Work plan and schedule	95%	18,600
2	3/2011		Survey design and sampling plan	26%	3,900
3	4/2011		Develop survey instruments and travel diary	82%	20,700
4	4/2011	9/2011	Interview training manual	100%	11,900
5	9/2011		Conduct and evaluate pre-test	42%	22,800
6			Conduct and evaluate Oahu Household Interview Travel Survey		
7			Data processing and verification		
8			Prepare final report and data files		
9	7/2011		Visitor travel survey	6%	7,900
10			Network and zone development		
11			Survey data coding and analysis		
12			Auto ownership		
13			Trip generation		
14			Trip distribution		
15			Mode choice		
16			Time of day factoring and assignment		
17			University model		
18			Visitor model		
19			Overall validation		
20			Final model documentation and training		

Progress, Issues, and Discussion:

The consultant was procured and put under contract in December 2010. OahuMPO staff has been coordinating with the consultant and sub-contractors regarding the development of survey instruments for the visitor and resident surveys, assembling special market information, and soliciting data from those special market entities (e.g., schools, hospitals, etc.). Currently (as of November 2011), the consultant is

collecting visitor survey information from airline passengers at the Honolulu International Airport and is sending out recruitment letters for the general resident survey. The survey instrument has been reviewed by the OahuMPO TAC, which provided many constructive comments.

Developing the lists of special market trip generators (e.g., schools, hospitals, military installations, etc.), verifying their contact information, and soliciting key data from them took considerable OahuMPO staff time. By the end of FFY 2011, the entire staff budget had been expended. Additional staff resources were allocated in the FY 2012 OWP so that the entire project can be completed.

The consultant developed multiple drafts of the recruitment and retrieval questionnaires, developed training manuals, and trained interviewers on all survey materials. The consultant also developed progress reports on the pre-test of the household survey. The contract started later than anticipated due to contracting issues. The consultant agreed to an aggressive schedule to make up for the delay, but ran into telephone, mailing, and computer problems during the pre-test of the household survey. These challenges have been resolved, and will hopefully result in fewer technical problems during the full study.

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

FFY 2011 Financial Summary				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed	\$1,000,000	\$0	\$800,000	\$200,000
Contract Services Funding Expended	\$81,510	\$0	\$65,208	\$16,302
Contract Services Funding Balance	\$918,490	\$0	\$734,792	\$183,698
Staff Labor Costs				
Staff Labor Funding Programmed	\$24,600 ⁴	\$0	\$19,680	\$4,920
Staff Labor Funding Expended	\$24,584	\$0	\$19,667	\$4,917
Staff Labor Funding Balance	\$16	\$0	\$13	\$3
Total				
Total Funding Programmed	\$1,024,600	\$0	\$819,680	\$204,920
Total Funding Expended	\$106,094	\$0	\$84,875	\$21,219
Total Funding Balance	\$918,506	\$0	\$734,805	\$183,701

⁴ An additional \$29,198 in staff time was programmed in FY 2012, but is not reflected here

301.01-11: Program Support and Administration

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	Ongoing	Ongoing	OahuMPO to provide the administrative support necessary to serve the Policy Committee, TAC, and OahuMPO office	Ongoing	
2	Ongoing	Ongoing	OahuMPO Executive Director and/or staff to represent the OahuMPO at continuous, cooperative, and comprehensive (3-C) planning-related meetings, workshops, and conferences; and communicate with Federal representatives, as required	Ongoing	
3	Ongoing	6/2011	OahuMPO to participate in Federal certification review-related efforts	100%	
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 research, purchase, install, and maintain computer-related equipment and software for OahuMPO operations; replace computers, and upgrade and add software applications, as needed	Ongoing	
8	Ongoing	Ongoing	OahuMPO Executive Director and/or staff to travel to and attend conferences/meetings, scanning tours, and training sessions for transportation planning-related matters	Ongoing	
9	Ongoing	Ongoing	OahuMPO to review, modify, or add administrative procedures and documents to reflect current needs and policies	Ongoing	

Progress, Issues, and Discussion:

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

In FFY 2011, preparation for and participation in the Federal Planning Certification Review was a major task. The review occurred June 28-30, 2011.

Staff attended weekly staff meetings to coordinate inter-agency work effort, and conducted an annual solicitation for qualified vendors for the FY 2012 OWP. Staff also attended a variety of trainings to sharpen their professional skills, including training sessions by the State Procurement Office, the FHWA Livable Communities Workshop, and webinars on topics like the *Updated Congestion Management Process Guidebook*, *Climate Change Adaptation*, and *Statewide Opportunities for Integrating Operations, Safety, and Multimodal Planning*.

The agency prepared and submitted FHWA and Federal Transit Administration (FTA) grant applications for FFY 2012, and verified and submitted an annual inventory report to the State of Hawaii Department of Accounting and General Services.

Lastly, the agency purchased new computers for all staff members and a new server to replace aging equipment.

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

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

FFY 2011 Financial Summary				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed	\$0	\$0	\$0	\$0
Contract Services Funding Expended	\$0	\$0	\$0	\$0
Contract Services Funding Balance	\$0	\$0	\$0	\$0
Staff Labor Costs				
Staff Labor Funding Programmed	\$162,448	\$129,958	\$0	\$32,490
Staff Labor Funding Expended	\$178,154	\$142,523	\$0	\$35,631
Staff Labor Funding Balance	(\$15,706)	(\$12,565)	\$0	(\$3,141)
Total				
Total Funding Programmed	\$162,448	\$129,958	\$0	\$32,490
Total Funding Expended	\$178,154	\$142,523	\$0	\$35,631
Total Funding Balance	(\$15,706)	(\$12,565)	\$0	(\$3,141)

301.02-11: Planning Resource and Support for Other Agencies

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

Progress, Issues, and Discussion:

The Executive Director encouraged the expansion of the circle of agencies, non-profits, departments, and other entities with which OahuMPO coordinates its activities. Environmentally-focused entities were especially targeted. Some of the new or expanded working relationships for the MPO include the Hawaii Clean Energy Initiative, the National Oceanic and Atmospheric Association, the State Office of Planning's Coastal Zone Management Program, as well as the Government Public Utilities Task Force and new Honolulu Authority for Rapid Transportation. This expansion of the MPO's "circle of friends" occurred while existing relationships were maintained.

This work element was significantly over budget for FFY 2011. There were a few interrelated causes that contributed to this. When the FHWA's *Assessing Vulnerability and Risk of Climate Change Effects on Transportation Infrastructure: Pilot of the Conceptual Model* grant application was made available, OahuMPO had already developed its work program for the year. Applying for and supporting the grant application and project required a reallocation of staff time. This was one of the work elements from which hours were taken. However, in hindsight and given that the new Executive Director needed time to meet, get to know, and establish working relationships with a number of other agencies, those hours probably should not have been taken from this particular work element. The effort (noted above) to expand OahuMPO's working relationships exacerbated the issue.

Future budgets for this work element will take into account the agencies' expanding relationships.

FFY 2011 Financial Summary				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed	\$0	\$0	\$0	\$0
Contract Services Funding Expended	\$0	\$0	\$0	\$0
Contract Services Funding Balance	\$0	\$0	\$0	\$0
Staff Labor Costs				
Staff Labor Funding Programmed	\$7,992	\$6,394	\$0	\$1,598
Staff Labor Funding Expended	\$26,110	\$20,888	\$0	\$5,222
Staff Labor Funding Balance	(\$18,118)	(\$14,494)	\$0	(\$3,624)
Total				
Total Funding Programmed	\$7,992	\$6,394	\$0	\$1,598
Total Funding Expended	\$26,110	\$20,888	\$0	\$5,222
Total Funding Balance	(\$18,118)	(\$14,494)	\$0	(\$3,624)

301.03-11: Overall Work Program

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	Ongoing	Ongoing	State and City agencies and the OahuMPO to identify planning needs, approaches, and funding requirements for the FY 2012 OWP	Ongoing	
2	Ongoing	Ongoing	OahuMPO to follow the strategies and procedures outlined in the OPP in the development and revision of the OWP	Ongoing	
3	Ongoing	Ongoing	OahuMPO to evaluate compliance with the Title VI/Environmental Justice (T6/EJ) Federal regulations	Ongoing	
4	Ongoing	Ongoing	OahuMPO to obtain and coordinate the necessary approvals for the OWP and any subsequent revisions	Ongoing	
5	Ongoing	Ongoing	OahuMPO to provide the necessary support and coordination for OWP work elements	Ongoing	
6	Ongoing	Ongoing	OahuMPO and its participating agencies to monitor and document progress of all OWP activities	Ongoing	
7	Ongoing	Ongoing	OahuMPO to revise the OWP, as necessary	Ongoing	

Progress, Issues, and Discussion:

The FY 2012 OWP was completed and approved. There was one major revision to the FY 2011 OWP processed during the fiscal year to include FHWA's *Assessing Vulnerability and Risk of Climate Change Effects on Transportation Infrastructure: Pilot of the Conceptual Model* (WE 202.08, above).

In the past, the OWP was the responsibility of the Planning Program Coordinator. However, the new Executive Director took over responsibility for development of the OWP in May 2010, while the Planning Program Coordinator remains in charge of monitoring the progress of pass-through projects managed by OahuMPO's partner agencies. Both the Executive Director's higher wage rate and time needed to learn the established development process for the OWP resulted in the work element being over budget. The budget for this work element was developed assuming stewardship by the Planning Program Coordinator, who has a pay rate that is about 70% of the Executive Director's pay rate, which explains much of the cost overage experienced during the fiscal year. Future budgets will reflect this higher rate of pay.

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

FFY 2011 Financial Summary				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed	\$0	\$0	\$0	\$0
Contract Services Funding Expended	\$0	\$0	\$0	\$0
Contract Services Funding Balance	\$0	\$0	\$0	\$0
Staff Labor Costs				
Staff Labor Funding Programmed	\$46,077	\$36,862	\$0	\$9,215
Staff Labor Funding Expended	\$83,913	\$67,130	\$0	\$16,783
Staff Labor Funding Balance	(\$37,836)	(\$30,268)	\$0	(\$7,568)
Total				
Total Funding Programmed	\$46,077	\$36,862	\$0	\$9,215
Total Funding Expended	\$83,913	\$67,130	\$0	\$16,783
Total Funding Balance	(\$37,836)	(\$30,268)	\$0	(\$7,568)

301.04-11: Support for Citizen Advisory Committee & Additional Public Outreach

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

			disseminating information to the public for OahuMPO plans and programs		
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 eleven meetings of the CAC. Additionally, a number of subcommittees were formed for specific tasks throughout the year, such as to provide input to and feedback on the ORTP 2035 and revisions to the TIP, to inform the development of the FY 2012 OWP, and develop recommended improvements and enhancements to the operations and overall experience of the CAC. Meeting attendance was monitored and Committee membership was updated as appropriate. The CAC welcomed two new member organizations during the fiscal year.

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

FFY 2011 Financial Summary				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed	\$0	\$0	\$0	\$0
Contract Services Funding Expended	\$0	\$0	\$0	\$0
Contract Services Funding Balance	\$0	\$0	\$0	\$0
Staff Labor Costs				
Staff Labor Funding Programmed	\$73,600	\$58,880	\$0	\$14,720
Staff Labor Funding Expended	\$63,883	\$51,106	\$0	\$12,777
Staff Labor Funding Balance	\$9,717	\$7,774	\$0	\$1,943
Total				
Total Funding Programmed	\$73,600	\$58,880	\$0	\$14,720
Total Funding Expended	\$63,883	\$51,106	\$0	\$12,777
Total Funding Balance	\$9,717	\$7,774	\$0	\$1,943

301.05-11: Single Audit

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	Ongoing	3/2011	State Office of the Auditor's consultant to audit the OahuMPO and its subgrantees, consistent with 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%	
2	Ongoing	Ongoing	OahuMPO to identify and review guidance and resources required to maintain Federal grant programs	Ongoing	
3	Ongoing	Ongoing	OahuMPO to provide the necessary administrative and liaison support	Ongoing	
4	Ongoing	Ongoing	OahuMPO to monitor ongoing programs from its participating agencies and provide information necessary for the financial review	Ongoing	
5	Ongoing	Ongoing	OahuMPO to prepare and maintain records and grants suitable for audit	Ongoing	
6	Ongoing	Ongoing	OahuMPO to comply with Federal financial management and reporting requirements	Ongoing	
7	Ongoing	3/2011	Office of the Auditor to coordinate the performance of the audit <ol style="list-style-type: none"> 1. Consultant will submit any drafts of findings and recommendations and financial statements directly to the Office of the Auditor 2. Progress billings from the consultant will be invoiced to the Office of the Auditor and paid out of its Audit Revolving Fund 3. Office of the Auditor will then request reimbursement from the OahuMPO 	100%	

Progress, Issues, and Discussion:

The audit for FY 2010 was completed with no findings. OahuMPO staff assisted the independent auditor throughout the process. In addition, the OahuMPO Financial Specialist works year-round with staff from the State and City and County of Honolulu to ensure that the OahuMPO's financial records are accurate and complete.

A copy of the FY 2010 audit can be found here: <http://www.oahumpo.org/reports/audit.html>

FFY 2011 Financial Summary				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed	\$22,000	\$17,600	\$0	\$4,400
Contract Services Funding Expended	\$19,000	\$15,200	\$0	\$3,800
Contract Services Funding Balance	\$3,000	\$2,400	\$0	\$600
Staff Labor Costs				
Staff Labor Funding Programmed	\$47,100	\$37,680	\$0	\$9,420
Staff Labor Funding Expended	\$40,614	\$32,491	\$0	\$8,123
Staff Labor Funding Balance	\$6,486	\$5,189	\$0	\$1,297
Total				
Total Funding Programmed	\$69,100	\$55,280	\$0	\$13,820
Total Funding Expended	\$59,614	\$47,691	\$0	\$11,923
Total Funding Balance	\$9,486	\$7,589	\$0	\$1,897

301.08-11: Disadvantaged Business Enterprise Program

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	Ongoing	Ongoing	OahuMPO to identify potential DBE firms and encourage them to apply for HDOT DBE certification	Ongoing	
2	Ongoing	Ongoing	OahuMPO will adopt a 100% race-neutral DBE goal until a disparity study has been completed by HDOT. If this study indicates that there is evidence of discrimination in Hawaii, race-conscious DBE goals may be set in future contracts	99%	
3	Ongoing	Ongoing	OahuMPO to monitor all payments made to consultants to ensure that DBE participation is reflected on all invoices submitted	Ongoing	
4	Ongoing	Ongoing	OahuMPO to document DBE activities to FTA and FHWA through the HDOT	Ongoing	
5	Ongoing	Ongoing	OahuMPO to develop annual DBE goals	Ongoing	
6	Ongoing	Ongoing	OahuMPO to attend semi-annual DBE coordinators meetings sponsored by the HDOT	Ongoing	

Progress, Issues, and Discussion:

OahuMPO submitted a DBE Triennial Goal to HDOT on 6/4/2010. Effective October 1, 2010, OahuMPO established an overall goal of 12.79% of Federal financial assistance that will be expended in HDOT assisted contracts. A disparity study was completed by HDOT that indicated no evidence of discrimination in Hawaii based on race (http://www.oahumpo.org/reports/partner_reports.html). However, a final decision has not yet been made about switching to a race-conscious process. OahuMPO expects to meet its overall goal through race-neutral means unless advised otherwise by HDOT.

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

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

FFY 2011 Financial Summary				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed	\$0	\$0	\$0	\$0
Contract Services Funding Expended	\$0	\$0	\$0	\$0
Contract Services Funding Balance	\$0	\$0	\$0	\$0
Staff Labor Costs				
Staff Labor Funding Programmed	\$8,400	\$6,720	\$0	\$1,680
Staff Labor Funding Expended	\$4,227	\$3,382	\$0	\$845
Staff Labor Funding Balance	\$4,173	\$3,338	\$0	\$835
Total				
Total Funding Programmed	\$8,400	\$6,720	\$0	\$1,680
Total Funding Expended	\$4,227	\$3,382	\$0	\$845
Total Funding Balance	\$4,173	\$3,338	\$0	\$835

201.50-05: Land Use Model Enhancement and Demonstration

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	3/2011	5/2011	Project management and administration	100%	\$16,854
2	10/2010	5/2011	On-site initial consultation	100%	\$28,598
3	3/2011	5/2011	System-level design re-specification	100%	\$14,278
4	4/2011		Conversion to UrbanSim 4.x software		
5	7/2011		Sub-model specification, estimation, and calibration	25%	\$9,967
6	9/2011		Validation		
7	10/2011		Application scenario demonstration		
8	12/2011		Documentation and training		

Progress, Issues, and Discussion:

The consultant installed OahuMPO's travel demand forecasting model on its computers. In addition, agency staff tested the development projects editor and provided feedback.

This project was turned over to MPO staff in 2008 after no progress had been made for three years. 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. Notice to proceed was provided to the contractor in late September 2009. The project has been plagued by technical difficulties and the loss of a key staff member for the consultant. Very slow progress continues to be made. A final completion date is unclear at this time. The consultant has been made aware of the need to complete the project as soon as possible, and has assured OahuMPO staff that once it is fully staffed, it will reallocate resources to make up for the lost time on the project.

The project fell behind schedule further during FY 2011 because more time than anticipated was needed for the consultant to run OahuMPO's travel demand forecasting model successfully on its computers. That problem has been resolved.

FFY 2011 Financial Summary				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed (FY 2005)	\$200,000	\$0	\$160,000	\$40,000
Contract Services Funding Expended (Through 9/2011)	\$66,212	\$0	\$52,970	\$13,242
Contract Services Funding Balance	\$133,788	\$0	\$107,830	\$26,758
Staff Labor Costs				
Staff Labor Funding Programmed (FY 2009)	\$50,000 ⁵	\$0	\$40,000	\$10,000
Staff Labor Funding Expended (Through 9/2011)	\$6,399	\$0	\$5,119	\$1,280
Staff Labor Funding Balance	\$43,601	\$0	\$34,881	\$8,720
Total				
Total Funding Programmed	\$250,000	\$0	\$200,000	\$50,000
Total Funding Expended	\$72,611	\$0	\$58,089	\$14,522
Total Funding Balance	\$177,389	\$0	\$141,911	\$35,478

⁵ An additional \$19,028 in staff time was programmed in FY 2012, but is not reflected here

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

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1			OahuMPO will issue a call for TE projects on Oahu	0%	\$
2			OahuMPO, HDOT, and DTS, in consultation with FHWA, to determine the eligibility of the submitted projects	0%	\$
3			OahuMPO to form an evaluation panel to consider each eligible TE activity and develop a draft TE list	0%	\$
4			OahuMPO to follow the public involvement procedures outlines in the OPP to solicit comment on the draft TE list	0%	\$
5			TAC and CAC to review and comment on the draft TE list	0%	\$
6			The Policy Committee to finalize the prioritized list of TE project	0%	\$

Progress, Issues, and Discussion:

Funding for Transportation Enhancement (TE) projects on Oahu and the current prioritized list of TE projects were evaluated by the OahuMPO. After discussions and meetings, the decision was made to not proceed with a call for new TE projects due to the fact that existing TE funding was all dedicated to the Leeward Bikeway project and the current prioritized TE project list is thorough and extensive enough to be relevant for some time. The TE Procedures Manual was updated to be consistent with HDOT and posted to the website (http://www.oahumpo.org/reports-docs/2009-08_Trans_Enhance_Prog.pdf).

FFY 2011 Financial Summary				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed	\$0	\$0	\$0	\$0
Contract Services Funding Expended	\$0	\$0	\$0	\$0
Contract Services Funding Balance	\$0	\$0	\$0	\$0
Staff Labor Costs				
Staff Labor Funding Programmed (FY 2009)	\$20,300	\$15,225	\$0	\$5,075
Staff Labor Funding Expended	\$2,951	\$2,361	\$0	\$590
Staff Labor Funding Balance	\$17,349	\$12,864	\$0	\$4,485
Total				
Total Funding Programmed	\$20,300	\$15,225	\$0	\$5,075
Total Funding Expended	\$2,951	\$2,361	\$0	\$590
Total Funding Balance	\$17,349	\$12,864	\$0	\$4,485

202.62-06: Travel Demand Forecasting Model Upgrade

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1		06/2008	Consultant Contract	100%	\$ 180,000
2		06/2008	OahuMPO Staff Resources	100%	\$59,698

Progress, Issues, and Discussion:

This project was successfully completed in June 2008. However, OahuMPO staff costs were substantially less than originally budgeted. In an effort to spend down the resources, staff was still billing time to the project. However, this practice has ceased and OahuMPO will now close-out projects upon completion and de-obligate any remaining funding rather than continuing to bill time to a completed project.

FFY 2011 Financial Summary				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed	\$180,000	\$0	\$144,000	\$36,000
Contract Services Funding Expended	\$180,000	\$0	\$144,000	\$36,000
Contract Services Funding Balance	\$0	\$0	\$0	\$0
Staff Labor Costs				
Staff Labor Funding Programmed	\$84,481	\$0	\$67,585	\$16,896
Staff Labor Funding Expended	\$59,698	\$0	\$47,758	\$11,940
Staff Labor Funding Balance	\$24,783	\$0	\$19,827	\$4,956
Total				
Total Funding Programmed	\$264,481	\$0	\$211,585	\$52,896
Total Funding Expended	\$239,698	\$0	\$191,758	\$47,940
Total Funding Balance	\$24,783	\$0	\$19,827	\$4,956

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

203.82-11: Separate Left-Turn Phase Alternatives Study

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	10/2011		Historical and empirical data collection	0%	\$ 30,000
2	12/2011		Evaluate data and formulate strategies	0%	\$ 40,000
3	05/2012		Report and recommendations	0%	\$ 30,000

Progress, Issues, and Discussion:

This study will develop recommendations to evaluate and determine the feasibility of left-turn signal phasing and alternative types of left-turn phasing between Middle Street and University Avenue with or without dedicated left-turn pockets. This study will fill a long-standing void and, in addition, will be applicable to HDOT facilities.

The City's Managing Director approved the DTS request to access the City Provisional Account for the local matching share to the study. The transfer of funds was completed on August 16, 2011. Anticipate NTP by end of December. DTS will provide an updated schedule with the next quarterly status report.

Local funds were approved in August 2011. Consultant selection resumed in September and consultant selection was completed by October 2011.

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

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

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	10/2011		Sub-area corridor analysis	0%	\$109,138
2	1/2012		Alternative mitigative measures	0%	\$54,641
3	05/2012		Public meetings	0%	\$7,752

Progress, Issues, and Discussion:

This project will conduct a sub-area traffic safety and circulation study of existing roadway conditions along Kupuna Loop, which is a major collector roadway within the Village Park community (which is in the general area known as Kunia on the west side of the island). This major collector, like many older roadways of this functional classification in Honolulu, does not respect the roadway hierarchy concepts that decreases roadway access as the through traffic function on roadway increases. Therefore, although this roadway functions as the primary access into and out of the Village Park community, it also services direct residential single-family driveway access. This leads to numerous complaints from the community regarding speeding, pedestrian safety, bicycle safety, and general quality-of-life issues. Kupuna Loop was selected because problems reported here cover the entire range of concerns reported for similar roadways throughout Oahu.

The work element will identify and evaluate traffic engineering physical and operational measures that could be used to retrofit onto this type of roadway and address these concerns. The hope is that measures developed for Kupuna Loop could be utilized in other communities. Roadways with similar concerns and issues include, but are not limited to, the areas of Aina Haina, Hawaii Kai, Pearl City, Manoa, Palolo, Waipahu, Nanakuli, and Wahiawa.

The consultant selection phase was complete by the end of October. The City Managing Director approved the DTS request to access the City's Provisional Account for the local matching share to the study. The transfer of funds was completed on August 16, 2011. Anticipate NTP by end of December. An updated schedule will be provided with the next quarterly report.

Local funds were approved in August 2011. Consultant selection resumed in September and will be completed by October 2011.

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

202.84-11: Waikiki Transit Circulator Study

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	03/2011	Started	Conduct assessment and review related plans for regional area	1%	\$60,000
2	09/2012	Started	Identify capacity constraints	1%	\$70,000
3	06/2011	Not started	Identify transportation alternatives	0%	\$75,000
4	09/2012	Not started	Evaluate transportation alternatives	0%	\$80,000
5	05/2012	Not started	Execute public outreach plan	0%	\$25,000
6	10/2012	Not started	Prepare reports that document study	0%	\$40,000

Progress, Issues, and Discussion:

The major objectives of the study are to: 1) develop a plan that leads toward sustainable public transit service between the future rail terminus at Ala Moana Shopping Center and the resulting transit service impacts to McCully, Moiliili, Kapahulu, and the University of Hawaii at Manoa, 2) develop and identify ways to effectively integrate concepts of livable communities into the circulator study, and 3) conduct an ongoing stakeholder oversight and public outreach process.

Procurement was delayed until end of June 2011, while draft contract was internally re-written.

A consulting team led by Weslin Inc. was recently selected and awarded the contract for this study; the NTP was made effective August 22, 2011. The first Waikiki Transportation Stakeholder Oversight Committee (WTSOC) meeting was held on Wednesday, September 21, 2011. The committee will represent the stakeholders served or impacted by transit in Waikiki: visitor industry business owners, visitor industry workers, Waikiki residents, private transportation companies, and college students (University of Hawaii-Manoa and Hawaii Pacific University both have agreements with certain Waikiki hotels and condominiums to house students).

On October 5, 2011 the consultant delivered two working papers. Working Paper #1 contains the Public Involvement Program for the project; Working Paper #2 contains the Strategic Plan for Project Completion.

This study will also be strongly integrated with our West Waikiki Traffic Study that will study traffic improvements that will increase pedestrian and bicycle safety and look at ways to more efficiently handle traffic issues within Waikiki.

Duration of the project should be the same as originally specified; the next quarterly report will include a revised calendar based upon the NTP with final project deliverables expected in July 2012.

FFY 2011 Financial Summary				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed	\$350,000	\$0	\$280,000	\$70,000
Contract Services Funding Expended	\$0	\$0	\$0	\$0
Contract Services Funding Balance	\$350,000	\$0	\$280,000	\$70,000
Staff Labor Costs				
Staff Labor Funding Programmed	\$0	\$0	\$0	\$0
Staff Labor Funding Expended	\$0	\$0	\$0	\$0
Staff Labor Funding Balance	\$0	\$0	\$0	\$0
Total				
Total Funding Programmed	\$350,000	\$0	\$280,000	\$70,000
Total Funding Expended	\$0	\$0	\$0	\$0
Total Funding Balance	\$350,000	\$0	\$280,000	\$70,000

206.21-11: Waterborne Transit: Ocean Pointe Feasibility Study

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	02/2011		Opportunities and constraints analysis	0%	\$33,771
2	03/2011		Physical requirements assessment	0%	\$34,383
3	10/2011		Cost/benefit analysis	0%	\$90,000

Progress, Issues, and Discussion:

The selection committee convened on March 21, 2011 to discuss the procedure and review consultant qualifications. The committee finalized the consultant selection on March 30.

The City Managing Director approved the DTS request to access the City's Provisional Account for the local matching share to the study. The transfer of funds was completed on August 16, 2011. At that time, the consultant was notified that DTS would be able to commence the contract negotiations because the funds had been transferred. Currently, the contract scope of work is being finalized.

The study is a follow-up to the City's intra-city ferry transit demonstration project that lasted nearly two years. While the ferry proved popular with Ewa and Leeward coast residents, ridership may have been constrained due to the proximity, location, and access to Kalaeloa Harbor.

During the demonstration project, it became apparent that a ferry terminal in the Ewa Beach area would have significant potential to increase ridership on the ferry. Attempts to utilize a Navy pier at Iroquois Point were not successful. However, the planned Ocean Pointe Marina facility was deemed to be able to provide the same potential benefits as an Iroquois Point terminal. The developers of Ocean Pointe were receptive to looking at a ferry terminal in the Ocean Pointe Marina.

However, with the recent announcement by Haseko on November 6, 2011 that the plans for the Ocean Pointe Marina have changed and it will no longer be open to the ocean, this planning project is effectively ended. The City has requested that this project be deleted; OahuMPO will make that deletion as part of the development of the FYs 2013-2014 OWP.

FFY 2011 Financial Summary				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed	\$150,000	\$0	\$120,000	\$30,000
Contract Services Funding Expended	\$0	\$0	\$0	\$0
Contract Services Funding Balance	\$150,000	\$0	\$120,000	\$30,000
Staff Labor Costs				
Staff Labor Funding Programmed	\$8,154	\$0	\$6,523	\$1,631
Staff Labor Funding Expended	\$0	\$0	\$0	\$0
Staff Labor Funding Balance	\$8,154	\$0	\$6,523	\$1,631
Total				
Total Funding Programmed	\$158,154	\$0	\$126,523	\$31,631
Total Funding Expended	\$0	\$0	\$0	\$0
Total Funding Balance	\$158,154	\$0	\$126,523	\$31,631

203.79-10: Honolulu Urban Core Parking Master Plan

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	10/10	12/10	Project management	100	\$ 35,000
2	10/10	11/11	Project Advisory Committee Parking meter technology ⁶	0	\$0
3	10/10	12/10	Feasibility analysis of monetization	100	\$ 108,000
4	10/10	12/10	Parking meter & financial analysis	100	\$145,000
5	10/10	12/10	Update comprehensive parking study	100	\$77,500
6	10/10	08/10	Condition appraisal	100	\$74,004
7	10/10		Reimbursable account	50	\$18,827

Progress, Issues, and Discussion:

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

Since the City has an ad hoc department committee to discuss the City's parking issues and directions, DTS has requested to replace "Task 2 - Project Advisory Committee" with "Task 2 - Parking Meter Technology," which will identify and evaluate suitable parking technologies and specifications for Honolulu, and how such systems can support and improve efficiency measures in supply and demand goals, data collection, mobility, traveler information, enforcement intelligence, and integration with other ITS subsystems.

The amendment process to the FY 2011 OWP to include this change is currently (as of November 2011) underway. As part of that amendment, an additional \$72,000 in local funding (already approved by the City and County of Honolulu) will be added to the project description in the OWP to reflect the revised project budget.

Since various departments and agencies are involved and responsibilities shared for Honolulu's parking functions by the Honolulu Police Department (HPD), Department of Enterprise Services (DES), Department of Budget and Fiscal Services (BFS), and the Department of Facilities Maintenance (DFM), DTS is addressing their concerns, which has led to longer delays than projected. However, the City is moving towards a one-source center for City parking responsibilities and policies, probably in DTS, as recommend in this project study.

⁶ This task change, as of December 19, 2011, was part of FY 2012 OWP Revision #2, is still under review, and has not yet been formally approved.

FFY 2011 Financial Summary				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed	\$500,004	\$0	\$400,003	\$100,001 ⁷
Contract Services Funding Expended	\$444,529	\$0	\$355,623	\$88,906
Contract Services Funding Balance	\$55,475	\$0	\$44,380	\$11,095
Staff Labor Costs				
Staff Labor Funding Programmed	\$0	\$0	\$0	\$0
Staff Labor Funding Expended	\$0	\$0	\$0	\$0
Staff Labor Funding Balance	\$0	\$0	\$0	\$0
Total				
Total Funding Programmed	\$500,004	\$0	\$400,003	\$100,001
Total Funding Expended	\$444,529	\$0	\$355,623	\$88,906
Total Funding Balance	\$55,475	\$0	\$44,380	\$11,095

⁷ An additional \$72,000 in local funding, not shown here, has been approved by the City & County of Honolulu. FY 2012 OWP Revision #2 will reflect this change in budget.

203.80-10: Makakilo Traffic Study

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	10/11		Existing traffic operational report	0%	\$125,000
2	12/11		Mitigative measures	0%	\$50,000
3	02/12		Final traffic study	0%	\$25,000
4			Personnel: contract preparation & study review	7%	\$14,000

Progress, Issues, and Discussion:

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

This study is to conduct a traffic assessment of existing roadway conditions and identify areas of concern in the Makakilo community. The Makakilo Drive Corridor, like many others that provide access to the ridges on Oahu experience issues with vehicular speeding, pedestrian and bicycle safety, and traffic control issues. The steepness of these ridge roads is a major factor in what types of measures can be implemented safely to address these issues.

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.

FFY 2011 Financial Summary				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed (FY 2010)	\$250,000 ⁸	\$0	\$200,000	\$50,000
Contract Services Funding Expended	\$0	\$0	\$0	\$0
Contract Services Funding Balance	\$250,000	\$0	\$200,000	\$50,000
Staff Labor Costs				
Staff Labor Funding Programmed (FY 2010)	\$14,000	\$0	\$11,200	\$2,800
Staff Labor Funding Expended	\$0	\$0	\$0	\$0
Staff Labor Funding Balance	\$14,000	\$0	\$11,200	\$2,800
Total				
Total Funding Programmed	\$264,000	\$0	\$211,200	\$52,800
Total Funding Expended	\$0	\$0	\$0	\$0
Total Funding Balance	\$264,000	\$0	\$211,200	\$52,800

⁸ Consultant contract was for \$200,000

203.81-10: West Waikiki Traffic Study

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	10/2011		Existing traffic operational report	0	\$ 50,000
2	12/2011		Mitigative measures	0	\$60,000
3	2/2012		Final traffic study	0	\$ 90,000
4			Personnel: contract preparation & study review	7	\$14,000

Progress, Issues, and Discussion:

The consultant contract has been executed. The NTP date will be October 12, 2011.

This planning study will explore ways to integrate multi-modal transportation concepts into Waikiki. Waikiki is a key test site to understand the effectiveness of measures to increase pedestrian safety and convenience, such as "Barnes Walk" (all-pedestrian phase at signalized intersections), pedestrian-actuated crossing signal devices, and traffic operational schemes to create pedestrian zones during certain time periods; and measures to increase bicycle safety and rider comfort, such as sharrows, bike lanes, bike boxes (to facilitate key transitions) and traffic signal techniques to manage the interaction between bicycles and other modes. The roadway network within Waikiki must also accommodate passenger and freight loading while maintaining the safety of pedestrians, bicyclists, and drivers. These competing needs and the desire to create and maintain a livable and sustainable environment are the challenges that need to be addressed. This study will help identify the most effective physical and operational actions that can be used to achieve this goal.

This study will be strongly coordinated with the Waikiki Transit Circulator Study (WTCS) that will be concurrently conducted. This study will also recognize and provide input into the Update of the Oahu Bike Plan that is also currently underway. Finally, findings from this study will be used to help in the development of a Complete Streets Policy for the City and County of Honolulu.

Before issuing the NTP to the consultant, DTS met with the consultant for the WTCS to layout the strategy for the coordination efforts. As a result of this meeting, the consulting team for this project will be attending the same public outreach meetings and workshops that the WTCS consultant has tentatively scheduled. NTP was given on October 12, 2011. The existing Traffic Operational Report to be completed in early 2012. The remaining task will follow subsequently.

FFY 2011 Financial Summary				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed (FY 2010)	\$250,000 ⁹	\$0	\$200,000	\$50,000
Contract Services Funding Expended	\$0	\$0	\$0	\$0
Contract Services Funding Balance	\$250,000	\$0	\$200,000	\$50,000
Staff Labor Costs				
Staff Labor Funding Programmed (FY 2010)	\$14,000	\$0	\$11,200	\$2,800
Staff Labor Funding Expended	\$0	\$0	\$0	\$0
Staff Labor Funding Balance	\$14,000	\$0	\$11,200	\$2,800
Total				
Total Funding Programmed	\$264,000	\$0	\$211,200	\$52,800
Total Funding Expended	\$0	\$0	\$0	\$0
Total Funding Balance	\$264,000	\$0	\$211,200	\$52,800

⁹ Consultant contract was for \$200,000

201.66-09: Pedestrian Master Plan

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1		5/2009	HDOT to coordinate and attend meetings with government agencies and appropriate stakeholders in administering this work effort.	100%	\$(See below)
2		10/2009	HDOT to advertise for, select, and retain a consultant to assist in the development of the Pedestrian Master Plan and the convening of the Complete Streets Task Force.	100%	(Total Cost of Tasks 1-2) \$492
3			HDOT to administer and provide oversight to the consultant effort.	59%	\$(See below)
4			HDOT to conduct other tasks necessary to develop the Pedestrian Master Plan and convene the Complete Streets Task Force.	59%	\$(See below)
5			Agencies to provide technical review and support for the Pedestrian Master Plan and Complete Streets Task Force efforts.	59%	(Total Cost of Tasks 3-5) \$1,018,936
6			HDOT to develop design guidelines for pedestrian facilities that are appropriate for Hawaii's communities.	67%	\$149,902
7	01/2010		Pedestrian Master Plan completed and printed. Complete Streets Task Force findings reported to the State Legislature.	50%	\$37,031

Progress, Issues, and Discussion:

For the Statewide Pedestrian Master Plan, the project team: prioritized and developed cost estimates for the proposed solutions; developed funding strategies and performance measures for the Plan's implementation; developed the draft Plan and revised it based on comments from the TAC and CAC; released the draft Plan to the public for comments in coordination with the HDOT's Public Affairs Office and Pedestrian Safety Month; collected comments from stakeholders on the draft Plan; participated in Pedestrian Safety Month activities; updated sections 1-5 of the Hawaii Pedestrian Toolbox based on stakeholder comments; held TAC Meeting #7 and CAC Meeting #5; and presented at the Hawaii Congress of Planning Officials (HCPO) conference.

For the Complete Streets Task Force, the project team presented at the HCPO conference and continued to work towards adopting a Complete Streets Policy for the Highways Division.

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

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

FFY 2011 Financial Summary					
Contract Services	Total	FHWA-PL	SPR	Local	Local Supplemental
Contract Services Funding Programmed (FY 2009)	\$1,575,000	\$800,000	\$439,360	\$309,840	\$25,800
Contract Services Funding Expended	\$1,167,903	\$583,503	\$350,819	\$207,781	\$25,800
Contract Services Funding Balance	\$407,097	\$216,497	\$88,541	\$102,059	\$0
Staff Labor Costs					
Staff Labor Funding Programmed (FY 2009)	\$61,100	\$12,880	\$16,640	\$7,380	\$24,200
Staff Labor Funding Expended	\$38,459	\$0	\$6,879	\$7,380	\$24,200
Staff Labor Funding Balance	\$22,641	\$12,880	\$9,761	\$0	\$0
Total					
Total Funding Programmed	\$1,636,100 ¹⁰	\$812,880	\$456,000	\$317,220	\$50,000
Total Funding Expended	\$1,206,362	\$583,503	\$357,698	\$215,161	\$50,000
Total Funding Balance	\$429,738	\$229,377	\$98,302	\$102,059	\$0

¹⁰ Original FY 2009 OWP Programmed Funds:

FHWA-PL = \$812,880
 SPR = \$200,000
 Total Federal = \$1,012,880

FHWA-PL Required 20% Local Match = \$203,220
 SPR Required 20% Local Match = \$50,000
 Supplemental Local = \$50,000
 Total Local = \$303,220

Total FY 2009 OWP = \$1,316,100

Act 54, SLH 2009 Complete Streets Legislation:

Additional SPR = \$256,000
 Required 20% Local Match = \$64,000
 Total Additional Funds = \$320,000

Total Funding as of 9/2011 = \$1,636,100

201.67-09: Strategies for Energy Efficiency in Transportation

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	06/2009	5/2009	Develop survey request for proposals, methodology, and questionnaire; and award data collection contract	100%	\$11,072
2	08/2009	09/2009	Complete telephone & online survey data collection	100%	\$39,028
3	11/2009		Data analysis and preliminary report of findings	100%	\$34,634
4	02/2010		Final report and recommendations	100%	\$23,247

Progress, Issues, and Discussion:

The contractor completed the survey analysis and produced a draft report in April 2010. Final report was submitted in July 2010. The final invoice was not paid until November of 2010, resulting in an expenditure for the fiscal year, even though the work of the project was completed in the previous fiscal year.

The Task 2 deadline for survey data collection was extended in order to provide a more comprehensive pool of respondents. This extension caused Task 3 to be delayed as well. Further delays came about due to the contractor's request for additional analysis and clarifications of the data from the subcontractor. The contractor requested and was granted a three month "no additional cost" extension option of the contract. The contract deadline was May 31, 2010. An additional three-month "no-cost extension" was requested and granted to August 31, 2010.

Improvement was realized in the processing of quarterly invoices. Initially, the processing time period was hampered by the lack of procedures for dealing with this contractor. Forms and procedures were set up to alleviate the problem. Also, there were no staff charges or expenditures for work completed during this reporting period. Staff work focused primarily on developing and executing the Task Agreement.

A copy of the final document can be found here:

<http://www.hawaiienergypolicy.hawaii.edu/PDF/Reports/2010/SEET2010Final.pdf>

FFY 2011 Financial Summary				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed (FY 2009)	\$135,000	\$0	\$108,000	\$27,000
Contract Services Funding Expended	\$134,977	\$0	\$107,982	\$26,995
Contract Services Funding Balance	\$23	\$0	\$18	\$5
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	\$135,000	\$0	\$108,000	\$27,000
Total Funding Expended	\$134,977	\$0	\$107,982	\$26,995
Total Funding Balance	\$23	\$0	\$18	\$5

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

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

Progress, Issues, and Discussion:

Objectives of the study were to update the City's Ewa traffic impact fee ordinance (Chapter 33A) by updating the Ewa Highway Master Plan, traffic analysis and land use projections.

Progress to date:

- Draft travel demand model documentation completed.
- Final travel demand model and roadway deficiencies report being prepared.
- Fair share and construction cost estimates completed after being evaluated by Advisory Committee.
- Ewa draft and final highway master plan update completed.
- Drafted credit section of proposed new impact fee ordinance. Sent draft to DPP for review and comment.
- Preparing draft for new impact fee ordinance.
- On-going meetings with Executive Advisory Committee.

Land use information from area developers was difficult to obtain and contained inaccurate information about anticipated future project development. Construction cost estimates for future roadway improvements have proved to be difficult to determine based on past trends, the current bidding environment, and future estimates of materials and labor.

Key discussions are being held with DPP on the role of impact fee credits for developer and/or government constructed roadways. Issues being discussed are the basis for the impact fee credit (total cost of installed improvements or amount subject to impact fee?) and the manner in which the credits are applied (can credits be transferred from one entity to another?). DTS and DPP will continue to consult with the Advisory Committee to achieve consensus regarding these issues. The ultimate goal is an update of the Impact Fee Ordinance incorporating this information. The remaining task should be completed by December 2011.

FFY 2011 Financial Summary				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed (FY 2009)	\$400,000 ¹¹	\$0	\$320,000	\$80,000
Contract Services Funding Expended	\$219,368	\$0	\$175,494	\$43,874
Contract Services Funding Balance	\$180,632	\$0	\$144,506	\$36,126
Staff Labor Costs				
Staff Labor Funding Programmed	\$0	\$0	\$0	\$0
Staff Labor Funding Expended	\$0	\$0	\$0	\$0
Staff Labor Funding Balance	\$0	\$0	\$0	\$0
Total				
Total Funding Programmed	\$400,000	\$0	\$320,000	\$80,000
Total Funding Expended	\$219,368	\$0	\$175,494	\$43,874
Total Funding Balance	\$180,632	\$0	\$144,506	\$36,126

¹¹ Final contract was for \$375,000

203.77-09: Short-Range Transit Service Operations Plan

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	2/2010	3/2010	DTS' consultant to conduct an assessment of existing service quality and efficiencies for each of the ongoing public transit modes: bus, commuter ferry, and complementary ADA paratransit.	100%	\$110,112
2	2/2010	5/2010	DTS' consultant to identify capacity constraints affecting transit service quality and efficiencies in each transit mode.	100%	\$94,306
3	4/2010	8/2010	DTS' consultant to identify alternative short-range implementing actions for the City to effect improvements in service quality and efficiencies in each transit mode.	100%	\$91,016
4	7/2010	2/2011	DTS' consultant to evaluate and prioritize alternative implementing actions.	100%	\$43,594
5	9/2010		DTS' consultant to prepare and execute a public participation plan.	88%	\$85,273
6	9/2010	3/2011	DTS' consultant to prepare reports that document this effort.	100%	\$63,127

Progress, Issues, and Discussion:

The intent of the project is to improve operational efficiencies of public transit modes in the City and County of Honolulu and identify short-range capital improvements and financial priorities for Honolulu's public transportation operations for the years 2009 through 2015.

There are two remaining activities to complete before finalizing the plan: review the recommended performance measures relative to the actual performance of the system and possibly revise them, and complete the public participation.

Task 1: Final report of Assessment of Existing Conditions delivered in February 2011.

Task 2: Capacity constraints were identified and classified.

Task 3: Second draft of the route specific strategies was delivered in March 2011. Strategies for TheHandi-Van were delivered in March 2011.

Task 4: Final draft service design and performance standards for TheBus and service performance standards for TheHandi-Van were completed and delivered. Oahu Transit Services staff analyzed the performance data and recommended revised service standards, which were evaluated.

Task 5: Planning for the public process is underway.

Task 6: Report is being worked on as the tasks are completed.

The public participation component has taken longer than expected. This task was delayed until significant progress on the project was completed. DTS anticipates this task to be completed in the next quarter.

Federal regulation requires “reasonable opportunity (for the public) to comment during the metropolitan transportation planning process¹²...” (emphasis added). However, OahuMPO understands that, depending upon the nature of the project, public input may not be meaningful. Asking the public to comment on a technical matter for which they have little or no understanding would not be valuable for the public or planners. As an example, it is very unlikely that the public could comment in a meaningful way on the specification and calibration of the regional travel demand model or on the enhancement of the land use model. But, in this case, the goal of the project is to address public transportation needs and to test the viability of a range of preliminary service alternatives – surely fertile ground for public input.

An ongoing concern of OahuMPO has been the repeated delaying of public involvement for this project. At the outset, there was an extensive pro-active public input plan. In May 2010, nine months after NTP had been given, the project consultant reported a delay in implementing the public involvement process. OahuMPO staff contacted DTS staff and was assured that a meaningful public involvement process would occur within the project. Over the following months, several different strategies were proposed, but none were executed. Now, as of the writing of this report, the project has been completed except for the public involvement component. DTS staff and the consultant have again assured OahuMPO that meaningful public involvement will occur. The latest schedule is for completion in the first quarter of 2012.

While OahuMPO understands the difficulty in soliciting meaningful public comment on a very technical project, the repeated delays in doing so for this project, sometimes intentionally, have been unacceptable. Repeated assurances that a public input process would occur followed by inaction suggest that the assurances were not given in good faith. Further, OahuMPO staff is skeptical of the value of any public input received after the project has essentially been completed. Continuing these practices will jeopardize future MPO funding of planning projects for the City.

FFY 2011 Financial Summary				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed (FY 2009)	\$510,000 ¹³	\$0	\$408,000	\$102,000
Contract Services Funding Expended	\$486,633	\$0	\$389,306	\$97,327
Contract Services Funding Balance	\$23,367	\$0	\$18,694	\$4,673
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	\$510,000	\$0	\$408,000	\$102,000
Total Funding Expended	\$486,633	\$0	\$389,306	\$97,327
Total Funding Balance	\$23,367	\$0	\$18,694	\$4,673

¹² 23 CFR 450.318 (b)(2)(iii)

¹³ Consultant contract was for \$500,000

203.78-09: Transit Street Improvement Study & Demonstration

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

Progress, Issues, and Discussion:

DTS awarded a contract to ICx Transportation Group. ICx was tasked with studying the feasibility and implementation of the demonstration of a Transit Signal Priority (TSP) model in the most congested portions of existing transit services network at peak travel periods. They were also looking into traffic alternatives that could serve to enhance transit operations, including transit priority lanes.

- On October 12, 2010, the consultant convened a seminar focused on a review of a proposed TSP architecture and initial requirements developed from previous Team experience in implementation of TSP systems.
- ICx prepared a technical memorandum documenting key TSP on-bus technology alternatives, taking into account existing on-board infrastructure investments already made by DTS.
- The TSP project was to be carried out in two phases.

Phase I — Project Management Plan (70% complete); TSP Operational Criteria (100% complete); TSP On-Bus Technology Alternative Analysis (100% complete); TSP Intersection Control Strategy (35% complete); and TSP Implementation Plan (10% complete). A technical memo on Corridor Selection Candidates was submitted in December 2010 and a second iteration in May 2011.

In May 2011, DTS sought a more comprehensive understanding of traffic congestion than originally planned. Specifically, will TSP be effective during peak periods on North King Street, the corridor selected for the demonstration phase, and will the resulting increase in congestion for non-transit traffic be safeguarded enough to warrant proceeding with the demonstration phase?

During this time period, DTS reviewed several sources of traffic congestion data, including the DOT Annual Traffic Station Map Analysis, and consulted with traffic engineers regarding data to support moving forward. The State data gave information at certain intersections, but lacked the necessary congestion information for any length of

the corridor. Other data sources were either outdated or incomplete for this purpose. Ultimately, DTS could find no existing source that could definitively respond to the issues of the effectiveness of TSP for this project. At this time, DTS is evaluating how best to proceed. One option being discussed is to revise the scope of services to allow for greater evaluation of the corridor selection process. ICx did not submit any additional invoices during the reporting period.

Phase II (the Installation and Demonstration of TSP on a selected roadway) has been delayed until issues regarding congestion data can be further analyzed.

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

FFY 2011 Financial Summary					
Contract Services	Total	FTA 5303	FHWA- PL	Local	Local Supplemental
Contract Services Funding Programmed (FY 2009)	\$500,000 ¹⁴	\$0	\$200,000	\$50,000	\$250,000
Contract Services Funding Expended	\$0	\$0	\$0	\$0	\$0
Contract Services Funding Balance	\$500,000	\$0	\$200,000	\$50,000	\$250,000
Staff Labor Costs					
Staff Labor Funding Programmed	\$0	\$0	\$0	\$0	\$0
Staff Labor Funding Expended	\$0	\$0	\$0	\$0	\$0
Staff Labor Funding Balance	\$0	\$0	\$0	\$0	\$0
Total					
Total Funding Programmed	\$500,000	\$0	\$200,000	\$50,000	\$250,000
Total Funding Expended	\$0	\$0	\$0	\$0	\$0
Total Funding Balance	\$500,000	\$0	\$200,000	\$50,000	\$250,000

¹⁴ Consultant contract is for \$493,510

203.74-08: Human Services Transportation Coordination Plan & Program

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	1/2009	1/2009	Identify the range of transportation services available through public and private human service agencies	100%	\$18,808
2	1/2009	1/2009	Identify stakeholders and service gaps, and prioritize solution	100%	\$26,830
3	3/2009	3/2009	Develop a coordinated transportation service delivery plan	100%	\$66,289
4	10/2009	12/2009	Develop a monitoring and evaluation program to gauge the effectiveness of the coordinated transportation service delivery plan	100%	\$30,003
5	10/2010		Create project documentation reports	100%	\$47,397
6	10/2010		Design, develop, implement, and staff realistic model demonstration projects	100%	\$194,471
7	10/2010	12/2009	Prepare grant proposals derived from the coordinated transportation service delivery plan	100%	\$25,319
8	10/2010		Reimbursable expense allowance	100%	\$46,988
9	10/2010	8/2009	Extra work allowances	100%	\$37,158

Progress, Issues, and Discussion:

Work on this project was completed in December 2009. Contract close-out documents and the final invoice were not received until December 2010.

A copy of the final plan can be found here:

http://www.honolulurides.org/docs/Honolulu%20Final%207_31_2009.pdf

FFY 2011 Financial Summary				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed (FY 2008)	\$500,000	\$0	\$400,000	\$100,000
Contract Services Funding Expended	\$493,263	\$0	\$394,610	\$98,653
Contract Services Funding Balance	\$6,737	\$0	\$5,390	\$1,347
Staff Labor Costs				
Staff Labor Funding Programmed	\$0	\$0	\$0	\$0
Staff Labor Funding Expended	\$0	\$0	\$0	\$0
Staff Labor Funding Balance	\$0	\$0	\$0	\$0
Total				
Total Funding Programmed	\$500,000	\$0	\$400,000	\$100,000
Total Funding Expended	\$493,263	\$0	\$394,610	\$98,653
Total Funding Balance	\$6,737	\$0	\$5,390	\$1,347

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

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	01/2009	01/2009	Topographic survey & boundary study	100	\$ 360,000
2	10/2009		Engineering assessment & planning	85	\$290,000
3	11/2010		Parcel mapping & descriptions	33	\$350,000

Progress, Issues, and Discussion:

This project is to conduct a boundary study and topographic survey of Tantalus and Round Top Drive in Honolulu. Accurate plans are needed for evaluation of accidents and for the installation of traffic control devices. Situations such as downed trees and accident locations can be accurately located to aid in clearing obstructions and to provide countermeasures for incidents.

January 2008 – March 2008: Selection for consultant complete, contract executed and NTP given to consultant.

March 2008 – January 2009: Completed topographic study and boundary study

January 2009 – September 2009: Conducted engineering assessment and planning to look at engineering geometric feasibility of a proposed 36' Right-of-Way (ROW) boundary.

October 2009 – March 2010: Pertinent City agencies reviewed the proposed 36' ROW and discussed the need to revise the proposal based on their Department's responsibilities and facilities.

April 2009 – November 2010: City agencies met to discuss a revised boundary and agreed on a proposed Edge of Pavement (EOP)-to-EOP ROW boundary as a new starting point. Consultant revised plans reflecting the EOP-to-EOP boundary.

November 2010 – June 2011: Plans showing the EOP-to-EOP ROW boundary was circulated to City agencies for review and comment. Early comments indicated that the EOP-to-EOP was not sufficiently comprehensive to incorporate all the City agencies' responsibilities. One issue being worked out with the Board of Water Supply (BWS) is that there is BWS infrastructure located outside the proposed EOP-to-EOP ROW.

July 2011 – September 2011: Consultant incorporated comments from City agencies and revised ROW boundaries to reflect these comments.

The completion of the "engineering assessment & planning" and the "parcel mapping & descriptions" tasks are pending DTS's efforts to lay out a comprehensive ROW boundary. DTS received key comments from various City agencies such as the BWS, but experienced some delays with other City agencies. DTS addressed this delay by working with the various City agencies at the Director level. In August 2011, DTS received all the comments and its consultant is currently incorporating the comments and revising the ROW boundaries to reflect these comments.

FFY 2011 Financial Summary				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed (FY 2007)	\$1,000,000	\$0	\$800,000	\$200,000
Contract Services Funding Expended	\$729,821	\$0	\$583,857	\$145,964
Contract Services Funding Balance	\$270,179	\$0	\$216,143	\$54,036
Staff Labor Costs				
Staff Labor Funding Programmed	\$0	\$0	\$0	\$0
Staff Labor Funding Expended	\$0	\$0	\$0	\$0
Staff Labor Funding Balance	\$0	\$0	\$0	\$0
Total				
Total Funding Programmed	\$1,000,000	\$0	\$800,000	\$200,000
Total Funding Expended	\$729,821	\$0	\$583,857	\$145,964
Total Funding Balance	\$270,179	\$0	\$216,143	\$54,036

201.39-04: Land Use File Update System

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date	Total Cost
1	06/2008	12/2009	Consultant contract	100%	\$ 159,190
2	06/2008	06/2009	DPP staff resources	100%	\$39,995

Progress, Issues, and Discussion:

This project was successfully completed in December 2009. However, the necessary close-out documents and final invoice were not received until November 2010.

FFY 2011 Financial Summary				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed	\$160,000	\$0	\$128,000	\$32,000
Contract Services Funding Expended	\$159,190	\$0	\$127,352	\$31,838
Contract Services Funding Balance	\$810	\$0	\$648	\$162
Staff Labor Costs				
Staff Labor Funding Programmed	\$42,750	\$0	\$34,200	\$8,550
Staff Labor Funding Expended	\$39,995	\$0	\$31,996	\$7,999
Staff Labor Funding Balance	\$2,755	\$0	\$2,204	\$551
Total				
Total Funding Programmed	\$202,750	\$0	\$162,200	\$40,550
Total Funding Expended	\$199,185	\$0	\$159,348	\$39,837
Total Funding Balance	\$3,565	\$0	\$2,852	\$713

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