



# Transportation Improvement Program

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Policies and Procedures

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Oahu Metropolitan Planning Organization

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## I. Overview

Pursuant to Title 23 U.S.C. 134, the Oahu Metropolitan Planning Organization (OahuMPO) Policy Board is the governing authority for the multimodal cooperative, comprehensive, and continuing (3-C) planning process for Oahu. The Policy Board selects all Title 23 U.S.C. and Title 49 U.S.C. Chapter 5303 funded projects (excluding projects on the National Highway System and projects funded under the Bridge, Interstate Maintenance, and Federal Lands Highway programs) from the Oahu Regional Transportation Plan (ORTP) and establishes a performance measure driven process to prioritize them in the Transportation Improvement Program (TIP).

The TIP is a short-term, four-year implementation program for federally-assisted surface transportation and intermodal projects. It identifies the public transit, highway, bicycle, and pedestrian projects that will receive Federal transportation funds in the near future. The TIP is a programming document that lists regionally-significant transportation projects that will be undertaken on Oahu – including projects developed by the State of Hawaii, the City and County of Honolulu, and the Honolulu Authority for Rapid Transportation.

All transportation projects must be listed in the TIP in order to be eligible for Federal funding. Projects listed in the TIP must have been tested as to the following criteria:

- Consistency with the ORTP;
- Readiness to go;
- Availability of local match;
- Meeting MAP-21 planning factors;
- Consistency with the Oahu Regional ITS Architecture;
- Title VI and EJ analysis;
- Performance analysis; and
- Roadway and transit project evaluations.

The TIP is required to be financially constrained by year and include a financial plan that demonstrates which projects can be implemented using current revenue sources and which projects are to be implemented using proposed revenue sources. The projects identified in the TIP must be consistent with the Oahu Regional Transportation Plan (ORTP).

The TIP process follows Federal regulations outlined by the US Department of Transportation.<sup>1</sup> Title VI and Environmental Justice rules and regulations are followed through as defined in the OahuMPO's Participation Plan<sup>2</sup> and the Hawaii Department of Transportation's Title VI program.<sup>3</sup>

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<sup>1</sup> Cf. 23 Code of Federal Regulations (CFR) 450.324 et seq.

<sup>2</sup> See [http://www.oahumpo.org/wp-content/uploads/2014/05/Draft-Participation\\_Plan\\_Rev\\_2015-Approved-2015-06-30.pdf](http://www.oahumpo.org/wp-content/uploads/2014/05/Draft-Participation_Plan_Rev_2015-Approved-2015-06-30.pdf)

<sup>3</sup> See <http://hidot.hawaii.gov/administration/files/2013/01/2005-title6-plan.pdf>

Further, the Comprehensive Agreement dated July 20, 2015<sup>4</sup>, which is an agreement on the responsibilities of the OahuMPO, makes 32 references to the "TIP" including:

D.2. Powers and Duties of the Policy Board. [...] Fulfill the requirements of 23 CFR 450.330 by approval of the selection of only those projects in the first year of the **TIP**. For projects included in the second, third, or fourth year of the **TIP**, the project selection process must be consistent with the procedures stated in 23 CFR 450.324(b)-(c) unless expedited project selection procedures are developed and approved under the multimodal 3-C Planning Process. As a designated TMA [Transportation Management Area], select all 23 U.S.C. and 49 U.S.C. Chapter 53 funded projects (excluding projects on the NHS and projects funded under the Bridge, Interstate Maintenance, and Federal Lands Highway programs) from the approved **TIP** and in accordance with the priorities in the **TIP** and as informed by the CMP.

E.3. Oahu **Transportation Improvement Program** ("TIP"). Pursuant to 23 CFR 450.324, the OahuMPO staff, in consultation and cooperation with the State, Operator, and City, in accordance with Federal statutes and regulations, shall develop a **TIP** that reflects the Policy Board's prioritization and selection of Federally-assisted transportation programs and projects to be implemented for Oahu during the **TIP** program period. The **TIP** shall be: (1) financially constrained, recognizing that programmed revenues and project costs are estimates, and (2) consistent with the ORTP. The **TIP** shall comply with the appropriate implementing Federal regulations. The OahuMPO and the State, the Operator, and the City shall cooperatively develop estimates of the assured sources of funds that are to be available to support **TIP** implementation.

The **TIP** shall cover a period of four years, and a new **TIP** will be adopted at least once every four years. The State, the Operator, and City shall coordinate project proposals with the appropriate permitting and resource agencies, as necessary, in accordance with applicable inter-agency agreements. The **TIP** shall be prepared in conjunction with the Statewide Transportation Improvement Program ("STIP") and the Operator's Financial Plan. Upon approval by the Policy Board, the **TIP**, together with all revisions, shall be transmitted to the Governor (or the Governor's designee) for incorporation as the Oahu element of the STIP.

The OahuMPO and the State, Operator, and City shall cooperatively develop semi-annual status reports of progress toward **TIP** project implementation. On an annual basis, at the end of the program year, the OahuMPO and the State, Operator, and City shall cooperatively develop a listing of multimodal transportation projects for which Federal funds were obligated in the preceding program year. The listing shall include all federally-funded projects authorized or revised to increase obligations in the preceding program year.

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<sup>4</sup> See <http://www.oahumpo.org/>

The Policy Board may adopt **TIP** development and revision guidelines and procedures to ensure: (1) consultation and cooperation with the appropriate permitting and resource agencies, (2) coordination with the STIP, (3) opportunities for public participation, (4) consistency with the ORTP, and (5) compliance with applicable Federal requirements.

## II. Federal Requirements

Title 23 CFR includes the following specifications related to the TIP:

### **§450.324 Development and content of the transportation improvement program (TIP)**

(a) The MPO, in cooperation with the State(s) and any affected public transportation operator(s), shall develop a TIP for the metropolitan planning area. The TIP shall cover a period of no less than four years, be updated at least every four years, and be approved by the MPO and the Governor. However, if the TIP covers more than four years, the FHWA and the FTA will consider the projects in the additional years as informational. The TIP may be updated more frequently, but the cycle for updating the TIP must be compatible with the STIP development and approval process. The TIP expires when the FHWA/FTA approval of the STIP expires. Copies of any updated or revised TIPs must be provided to the FHWA and the FTA. In nonattainment and maintenance areas subject to transportation conformity requirements, the FHWA and the FTA, as well as the MPO, must make a conformity determination on any updated or amended TIP, in accordance with the Clean Air Act requirements and the EPA's transportation conformity regulations (40 CFR part 93).

(b) The MPO shall provide all interested parties with a reasonable opportunity to comment on the proposed TIP as required by §450.316(a). In addition, in nonattainment area TMAs, the MPO shall provide at least one formal public meeting during the TIP development process, which should be addressed through the participation plan described in §450.316(a). In addition, the TIP shall be published or otherwise made readily available by the MPO for public review, including (to the maximum extent practicable) in electronically accessible formats and means, such as the World Wide Web, as described in §450.316(a).

(c) The TIP shall include capital and non-capital surface transportation projects (or phases of projects) within the boundaries of the metropolitan planning area proposed for funding under 23 U.S.C. and 49 U.S.C. Chapter 53 (including transportation enhancements; Federal Lands Highway program projects; safety projects included in the State's Strategic Highway Safety Plan; trails projects; pedestrian walkways; and bicycle facilities), except the following that may (but are not required to) be included:

- (1) Safety projects funded under 23 U.S.C. 402 and 49 U.S.C. 31102;

(2) Metropolitan planning projects funded under 23 U.S.C. 104(f), 49 U.S.C. 5305(d), and 49 U.S.C. 5339;

(3) State planning and research projects funded under 23 U.S.C. 505 and 49 U.S.C. 5305(e);

(4) At the discretion of the State and MPO, State planning and research projects funded with National Highway System, Surface Transportation Program, and/or Equity Bonus funds;

(5) Emergency relief projects (except those involving substantial functional, locational, or capacity changes);

(6) National planning and research projects funded under 49 U.S.C. 5314; and

(7) Project management oversight projects funded under 49 U.S.C. 5327.

(d) The TIP shall contain all regionally significant projects requiring an action by the FHWA or the FTA whether or not the projects are to be funded under title 23 U.S.C. Chapters 1 and 2 or title 49 U.S.C. Chapter 53 (e.g., addition of an interchange to the Interstate System with State, local, and/or private funds and congressionally designated projects not funded under 23 U.S.C. or 49 U.S.C. Chapter 53). For public information and conformity purposes, the TIP shall include all regionally significant projects proposed to be funded with Federal funds other than those administered by the FHWA or the FTA, as well as all regionally significant projects to be funded with non-Federal funds.

(e) The TIP shall include, for each project or phase (e.g., preliminary engineering, environment/NEPA, right-of-way, design, or construction), the following:

(1) Sufficient descriptive material (i.e., type of work, termini, and length) to identify the project or phase;

(2) Estimated total project cost, which may extend beyond the four years of the TIP;

(3) The amount of Federal funds proposed to be obligated during each program year for the project or phase (for the first year, this includes the proposed category of Federal funds and source(s) of non-Federal funds. For the second, third, and fourth years, this includes the likely category or possible categories of Federal funds and sources of non-Federal funds);

(4) Identification of the agencies responsible for carrying out the project or phase;

(5) In nonattainment and maintenance areas [for air quality],<sup>5</sup> identification of those projects which are identified as TCMs [Transportation Control Measures] in the applicable SIP [State Implementation Plan];

(6) In nonattainment and maintenance areas, included projects shall be specified in sufficient detail (design concept and scope) for air quality analysis in accordance with the EPA transportation conformity regulation (40 CFR part 93); and

(7) In areas with Americans with Disabilities Act required paratransit and key station plans, identification of those projects that will implement these plans.

(f) Projects that are not considered to be of appropriate scale for individual identification in a given program year may be grouped by function, work type, and/or geographic area using the applicable classifications under 23 CFR 771.117(c) and (d) and/or 40 CFR part 93. In nonattainment and maintenance areas, project classifications must be consistent with the "exempt project" classifications contained in the EPA transportation conformity regulation (40 CFR part 93). In addition, projects proposed for funding under title 23 U.S.C. Chapter 2 that are not regionally significant may be grouped in one line item or identified individually in the TIP.

(g) Each project or project phase included in the TIP shall be consistent with the approved metropolitan transportation plan.

(h) The TIP shall include a financial plan that demonstrates how the approved TIP can be implemented, indicates resources from public and private sources that are reasonably expected to be made available to carry out the TIP, and recommends any additional financing strategies for needed projects and programs. In developing the TIP, the MPO, State(s), and public transportation operator(s) shall cooperatively develop estimates of funds that are reasonably expected to be available to support TIP implementation, in accordance with §450.314(a). Only projects for which construction or operating funds can reasonably be expected to be available may be included. In the case of new funding sources, strategies for ensuring their availability shall be identified. In developing the financial plan, the MPO shall take into account all projects and strategies funded under title 23 U.S.C., title 49 U.S.C. Chapter 53 and other Federal funds; and regionally significant projects that are not federally funded. For purposes of transportation operations and maintenance, the financial plan shall contain system-level estimates of costs and revenue sources that are reasonably expected to be available to adequately operate and maintain Federal-aid highways (as defined by 23 U.S.C. 101(a)(5)) and public transportation (as defined by title 49 U.S.C. Chapter 53). In addition, for illustrative purposes, the financial plan may (but is not required to) include

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<sup>5</sup> Oahu is an "in attainment" area, which means that the air quality control requirements of this section are not applicable.

additional projects that would be included in the TIP if reasonable additional resources beyond those identified in the financial plan were to become available. Starting December 11, 2007, revenue and cost estimates for the TIP must use an inflation rate(s) to reflect "year of expenditure dollars," based on reasonable financial principles and information, developed cooperatively by the MPO, State(s), and public transportation operator(s).

(i) The TIP shall include a project, or a phase of a project, only if full funding can reasonably be anticipated to be available for the project within the time period contemplated for completion of the project. In nonattainment and maintenance areas, projects included in the first two years of the TIP shall be limited to those for which funds are available or committed. For the TIP, financial constraint shall be demonstrated and maintained by year and shall include sufficient financial information to demonstrate which projects are to be implemented using current and/or reasonably available revenues, while federally supported facilities are being adequately operated and maintained. In the case of proposed funding sources, strategies for ensuring their availability shall be identified in the financial plan consistent with paragraph (h) of this section. In nonattainment and maintenance areas, the TIP shall give priority to eligible TCMs identified in the approved SIP in accordance with the EPA transportation conformity regulation (40 CFR part 93) and shall provide for their timely implementation.

(j) Procedures or agreements that distribute suballocated Surface Transportation Program funds or funds under 49 U.S.C. 5307 to individual jurisdictions or modes within the MPA [Metropolitan Planning Area] by pre-determined percentages or formulas are inconsistent with the legislative provisions that require the MPO, in cooperation with the State and the public transportation operator, to develop a prioritized and financially constrained TIP and shall not be used unless they can be clearly shown to be based on considerations required to be addressed as part of the metropolitan transportation planning process.

(k) For the purpose of including projects funded under 49 U.S.C. 5309 in a TIP, the following approach shall be followed:

(1) The total Federal share of projects included in the first year of the TIP shall not exceed levels of funding committed to the MPA; and

(2) The total Federal share of projects included in the second, third, fourth, and/or subsequent years of the TIP may not exceed levels of funding committed, or reasonably expected to be available, to the MPA.

(l) As a management tool for monitoring progress in implementing the transportation plan, the TIP should:

(1) Identify the criteria and process for prioritizing implementation of transportation plan elements (including multimodal trade-offs) for inclusion in the TIP and any changes in priorities from previous TIPs;

(2) List major projects from the previous TIP that were implemented and identify any significant delays in the planned implementation of major projects; and

(3) In nonattainment and maintenance areas, describe the progress in implementing any required TCMs, in accordance with 40 CFR part 93.

(m) During a conformity lapse, MPOs may prepare an interim TIP as a basis for advancing projects that are eligible to proceed under a conformity lapse. An interim TIP consisting of eligible projects from, or consistent with, the most recent conforming metropolitan transportation plan and TIP may proceed immediately without revisiting the requirements of this section, subject to interagency consultation defined in 40 CFR part 93. An interim TIP containing eligible projects that are not from, or consistent with, the most recent conforming transportation plan and TIP must meet all the requirements of this section.

(n) Projects in any of the first four years of the TIP may be advanced in place of another project in the first four years of the TIP, subject to the project selection requirements of §450.330. In addition, the TIP may be revised at any time under procedures agreed to by the State, MPO(s), and public transportation operator(s) consistent with the TIP development procedures established in this section, as well as the procedures for the MPO participation plan (see §450.316(a)) and FHWA/FTA actions on the TIP (see §450.328).

(o) In cases that the FHWA and the FTA find a TIP to be fiscally constrained and a revenue source is subsequently removed or substantially reduced (i.e., by legislative or administrative actions), the FHWA and the FTA will not withdraw the original determination of fiscal constraint. However, in such cases, the FHWA and the FTA will not act on an updated or amended TIP that does not reflect the changed revenue situation.

#### **§450.326 TIP revisions and relationship to the STIP.**

(a) An MPO may revise the TIP at any time under procedures agreed to by the cooperating parties consistent with the procedures established in this part for its development and approval. In nonattainment or maintenance areas for transportation-related pollutants, if a TIP amendment involves non-exempt projects (per 40 CFR part 93), or is replaced with an updated TIP, the MPO and the FHWA and the FTA must make a new conformity determination. In all areas, changes that affect fiscal constraint must take place by amendment of the TIP. Public participation procedures

consistent with § 450.316(a) shall be utilized in revising the TIP, except that these procedures are not required for administrative modifications.

(b) After approval by the MPO and the Governor, the TIP shall be included without change, directly or by reference, in the STIP required under 23 U.S.C. 135. In nonattainment and maintenance areas, a conformity finding on the TIP must be made by the FHWA and the FTA before it is included in the STIP. A copy of the approved TIP shall be provided to the FHWA and the FTA.

(c) The State shall notify the MPO and Federal land management agencies when a TIP including projects under the jurisdiction of these agencies has been included in the STIP.

#### **§450.328 TIP action by the FHWA and the FTA.**

(a) The FHWA and the FTA shall jointly find that each metropolitan TIP is consistent with the metropolitan transportation plan produced by the continuing and comprehensive transportation process carried on cooperatively by the MPO(s), the State(s), and the public transportation operator(s) in accordance with 23 U.S.C. 134 and 49 U.S.C. 5303. This finding shall be based on the self-certification statement submitted by the State and MPO under §450.334, a review of the metropolitan transportation plan by the FHWA and the FTA, and upon other reviews as deemed necessary by the FHWA and the FTA.

(b) In nonattainment and maintenance areas, the MPO, as well as the FHWA and the FTA, shall determine conformity of any updated or amended TIP, in accordance with 40 CFR part 93. After the FHWA and the FTA issue a conformity determination on the TIP, the TIP shall be incorporated, without change, into the STIP, directly or by reference.

(c) If the metropolitan transportation plan has not been updated in accordance with the cycles defined in §450.322(c), projects may only be advanced from a TIP that was approved and found to conform (in nonattainment and maintenance areas) prior to expiration of the metropolitan transportation plan and meets the TIP update requirements of §450.324(a). Until the MPO approves (in attainment areas) or the FHWA/FTA issues a conformity determination on (in nonattainment and maintenance areas) the updated metropolitan transportation plan, the TIP may not be amended.

(d) In the case of extenuating circumstances, the FHWA and the FTA will consider and take appropriate action on requests to extend the STIP approval period for all or part of the TIP in accordance with §450.218(c).

(e) If an illustrative project is included in the TIP, no Federal action may be taken on that project by the FHWA and the FTA until it is formally included in the financially constrained and conforming metropolitan transportation plan and TIP.

(f) Where necessary in order to maintain or establish operations, the FHWA and the FTA may approve highway and transit operating assistance for specific projects or programs, even though the projects or programs may not be included in an approved TIP.

#### **§450.330 Project selection from the TIP.**

(a) Once a TIP that meets the requirements of 23 U.S.C. 134(j), 49 U.S.C. 5303(j), and §450.324 has been developed and approved, the first year of the TIP shall constitute an “agreed to” list of projects for project selection purposes and no further project selection action is required for the implementing agency to proceed with projects, except where the appropriated Federal funds available to the metropolitan planning area are significantly less than the authorized amounts or where there are significant shifting of projects between years. In this case, a revised “agreed to” list of projects shall be jointly developed by the MPO, the State, and the public transportation operator(s) if requested by the MPO, the State, or the public transportation operator(s). If the State or public transportation operator(s) wishes to proceed with a project in the second, third, or fourth year of the TIP, the specific project selection procedures stated in paragraphs (b) and (c) of this section must be used unless the MPO, the State, and the public transportation operator(s) jointly develop expedited project selection procedures to provide for the advancement of projects from the second, third, or fourth years of the TIP.

(b) In metropolitan areas not designated as TMAs, projects to be implemented using title 23 U.S.C. funds (other than Federal Lands Highway program projects) or funds under title 49 U.S.C. Chapter 53, shall be selected by the State and/or the public transportation operator(s), in cooperation with the MPO from the approved metropolitan TIP. Federal Lands Highway program projects shall be selected in accordance with procedures developed pursuant to 23 U.S.C. 204.

(c) In areas designated as TMAs, all 23 U.S.C. and 49 U.S.C. Chapter 53 funded projects (excluding projects on the National Highway System (NHS) and projects funded under the Bridge, Interstate Maintenance, and Federal Lands Highway programs) shall be selected by the MPO in consultation with the State and public transportation operator(s) from the approved TIP and in accordance with the priorities in the approved TIP. Projects on the NHS and projects funded under the Bridge and Interstate Maintenance programs shall be selected by the State in cooperation with the MPO, from the approved TIP. Federal Lands Highway program projects shall be selected in accordance with procedures developed pursuant to 23 U.S.C. 204.

(d) Except as provided in §450.324(c) and §450.328(f), projects not included in the federally approved STIP shall not be eligible for funding with funds under title 23 U.S.C. or 49 U.S.C. Chapter 53.

(e) In nonattainment and maintenance areas, priority shall be given to the timely implementation of TCMs contained in the applicable SIP in accordance with the EPA transportation conformity regulations (40 CFR part 93).

**§450.332 Annual listing of obligated projects.**

(a) In metropolitan planning areas, on an annual basis, no later than 90 calendar days following the end of the program year, the State, public transportation operator(s), and the MPO shall cooperatively develop a listing of projects (including investments in pedestrian walkways and bicycle transportation facilities) for which funds under 23 U.S.C. or 49 U.S.C. Chapter 53 were obligated in the preceding program year.

(b) The listing shall be prepared in accordance with §450.314(a) and shall include all federally funded projects authorized or revised to increase obligations in the preceding program year, and shall at a minimum include the TIP information under §450.324(e)(1) and (4) and identify, for each project, the amount of Federal funds requested in the TIP, the Federal funding that was obligated during the preceding year, and the Federal funding remaining and available for subsequent years.

(c) The listing shall be published or otherwise made available in accordance with the MPO's public participation criteria for the TIP.

**§450.334 Self-certifications and Federal certifications.**

(a) For all MPAs, concurrent with the submittal of the entire proposed TIP to the FHWA and the FTA as part of the STIP approval, the State and the MPO shall certify at least every four years that the metropolitan transportation planning process is being carried out in accordance with all applicable requirements [...]

### **III. Federal Corrective Action**

A joint Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, Federal Review Team conducted a review of the OahuMPO in 2014. The Review Team certified the MPO contingent upon the resolution of specified corrective actions. One of the corrective actions requires that the MPO make the following TIP preparation and content improvements prior to the approval of the FFY 2019-2022 TIP:

1. The Final TIP must include a documented disposition of public comments received.
2. The TIP must demonstrate and document implementation of the approved CMP.
3. The TIP must include documentation of the analysis completed for EJ and Title VI.

## IV. Funding

Funds for development of transportation improvement projects may be allocated among various OWP, TIP, or State Planning and Research work elements. Generic funding to support the development, update, and maintenance of the TIP will be identified in OWP Work Element 301.17 Transportation Improvement Program, which has the objective of ensuring “that the Transportation Improvement Program (TIP) documents the priority and funding anticipated to be spent on transportation projects for Oahu covering a period of four years. Projects included in the TIP must be consistent with the Oahu Regional Transportation Plan (ORTP) and the Oahu Regional Intelligent Transportation Systems Architecture (ORITSA)[,] to comply with applicable Federal requirements[,and] to identify and implement improvements to the TIP development process.”<sup>6</sup>

The City, State, and Operator may also incur expenses associated with maintenance and development of the TIP. If included in the OWP, 80% of the expenses for staff labor committed to directly supporting the TIP work element can be reimbursed. The staff hours and budget must be identified for each position associated with the work element and follow other requirements identified in the OWP procedures.

## V. Planning Priorities

The OahuMPO will use the following priority – shown in descending order of importance – when assigning staff time to TIP work elements. This is to ensure that scarce resources are prudently and effectively allocated among competing work elements.

1. Forecast Revenue and demonstrate fiscal constraint.
2. Develop a new four year TIP that reflects the Policy Board's prioritization and selection of Federally-assisted transportation programs and projects consistent with the ORTP to be implemented for Oahu at least once every four years.
3. The OahuMPO and its participating agencies will monitor and semi-annually revise, cooperatively and as necessary, the current TIP; ensure its consistency with the regional transportation plan and Federal statutes; identify any changes in project priorities; and, ensure its financial viability.
4. The OahuMPO and its participating agencies will develop, cooperatively, a semi-annual status report and an annual listing of projects for which funds were obligated in the preceding program year.
5. Identify and implement improvements to the TIP development process.
6. The OahuMPO and its participating agencies will monitor and prepare off cycle TIP revisions, cooperatively and as necessary.

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<sup>6</sup> See <http://www.oahumpo.org/plans-and-programs/overall-work-program-owp/>

## VI. Performance Metrics

Performance metrics measure the OahuMPO's behavior and performance in meeting the requirement to develop and document the TIP. The following metrics shall be used when evaluating the OahuMPO's performance and shall be included in the Discussion and Analysis section of OahuMPO's Annual and Semi-Annual Progress Report:

Number of TIP Revisions needed for the 4-year TIPs:

- For the FFYs 2008-2011 TIP, nine amendments, ten pre-approved administrative modifications, and four expedited administrative modifications were performed
- For the FFYs 2011-2014 TIP, seven amendments, sixteen pre-approved administrative modifications, and five expedited administrative modifications were performed.

TIP Revision requests deadlines:

- TIP Revision requests are on average a few days late with multiple updates streaming in throughout the development process. It hasn't posed a problem with meeting deadlines.

TIP and TIP Revision processing time:

- The time to draft the TIP is approximately 365 days.
- The time to draft the TIP Amendment is approximately 90 days.
- The time to draft the TIP Modification is approximately 45 days.

Amount of funds programmed annually for development of the TIP:

- \$78,401 (according to the FYs 2015 & 2016 OWP)

## VII. Semi-Annual Schedule

### First Amendment

September	Early coordination; HDOT, DTS, and HART submit draft PIJS [Project Information and Justification Sheet ] or PPR [Planning Programming Request]; and project prioritization
October	HDOT HWY-A schedules Over-the-Shoulder Reviews (OSR) with HDOT, DTS, HART, and the OahuMPO.
November 19	HDOT, DTS, and HART submit TIP revision requests to OahuMPO
November 23- December 11	OahuMPO develops and finalizes draft TIP revision(s); and works with HDOT, DTS, and HART to confirm accuracy & consistency with the current ORTP
December 14-17,	HDOT, DTS, and HART review draft TIP revision(s)
December 18 - January 4	OahuMPO prepares for distribution of draft TIP
January 5	Public and agency comment period begins
February 11	Technical Advisory Committee consideration
Week of February 15	Policy Board (PB) action and OahuMPO submits TIP revision(s) to FHWA/FTA for information
Week of February 22	After Governor's Designee's Action, HDOT submits STIP revision to FHWA/FTA for approval
By March 18	FHWA/FTA joint action on the STIP revision

## Second (and Last) Amendment

February	Early coordination; HDOT, DTS, and HART submit draft PIJS or PPR; and project prioritization
March	HDOT HWY-A schedules Over-the-Shoulder Reviews (OSR) with HDOT, DTS, HART, and the OahuMPO.
April 6	DTS and HART submit TIP revision requests to OahuMPO
April 7-21	OahuMPO develops DTS and HART draft TIP revision(s) and works with DTS and HART to confirm accuracy & consistency with the ORTP 2035
April 22	HDOT submits TIP revision requests to OahuMPO
April 22-28	DTS and HART review draft TIP revision(s)
April 25-May 9	OahuMPO develops HDOT draft TIP revision(s) and works with HDOT to confirm accuracy & consistency with the current ORTP
May 10-16	HDOT reviews draft TIP revision(s)
May 17-31	OahuMPO prepares for distribution of draft TIP revision(s)
May 31	Deadline for submission of PS&E [Plans, Specifications, & Estimates] for Federal funds for the following Federal Fiscal Year
June 1	Public and agency comment period begins
July 7	Technical Advisory Committee consideration
Week of July 11	Policy Board (PB) action and OahuMPO submits TIP revision(s) to FHWA/FTA for information
Week of July 18	After Governor's Designee's Action, HDOT submits STIP revision to FHWA/FTA for approval
By August 11	FHWA/FTA joint action on the STIP revision

## VIII. Agency Responsibilities

The following lists the responsibilities of agencies directly involved in the TIP development process.

### OahuMPO:

1. Develops funding and financial constraint calculations in cooperation with HDOT, DTS, and HART. Cooperates with HDOT regarding year of expenditure dollar, allocation of funds between agencies, and funding tables by year.
2. Evaluates agency's determination of which projects are ready to go and produces analyses of the project evaluation criteria.
3. After receiving the agency's results to the "call for projects," performs technical analyses and requests updates to the ITS architecture data flows.
4. Selects projects for the TIP in consultation with HDOT, DTS, and HART. A draft TIP is created and presented to the agencies.
5. After updates are made, distributes the TIP for public and IGR reviews. Develops location maps and other visualization tools for each project. Presents the TIP and comments to the OahuMPO Advisory Committees and the PB.

6. Provides approved TIP to FHWA and FTA.
7. Provides approved TIP to the Governor's Designee to include, as is, in the Statewide Transportation Improvement Program (STIP).

**Hawaii Department of Transportation:**

1. Schedules regular Over the Shoulder (OTS) review meetings with project managers in coordination with the OahuMPO, DTS, HART, FHWA, and FTA.
2. Cooperates with the OahuMPO, DTS, FHWA, and FTA to determine TIP schedule, TIP budget, financial constraint, completes project evaluations, and reviews drafts of the TIP.
3. Selects projects on the NHS from the approved TIP in cooperation with the OahuMPO.
4. Completes the project evaluation and the project programming request for new, revised, and regionally significant projects.
5. Incorporates the TIP, without modification, as the Oahu element of the STIP.
6. Sends the STIP to FHWA and FTA for approval.

**Department of Transportation Services:**

1. Cooperates with the OahuMPO, HDOT, HART, FHWA, and FTA to determine TIP schedule, TIP budget, and financial constraint.
2. Completes the project evaluation and the project programming request for new, revised, and regionally significant projects. Gets Council approval and responds to "call for projects."
3. Provides project information and reviews drafts of the TIP.

**Honolulu Authority for Rapid Transportation:**

1. Cooperates with the OahuMPO, DTS, and FTA to determine TIP Schedule, TIP budget and financial constraint.
2. Completes the project evaluation and the project programming request for new or revised, and regionally significant projects. Gets HART approval and responds to "call for projects."
3. Provides project information and reviews drafts of the TIP.

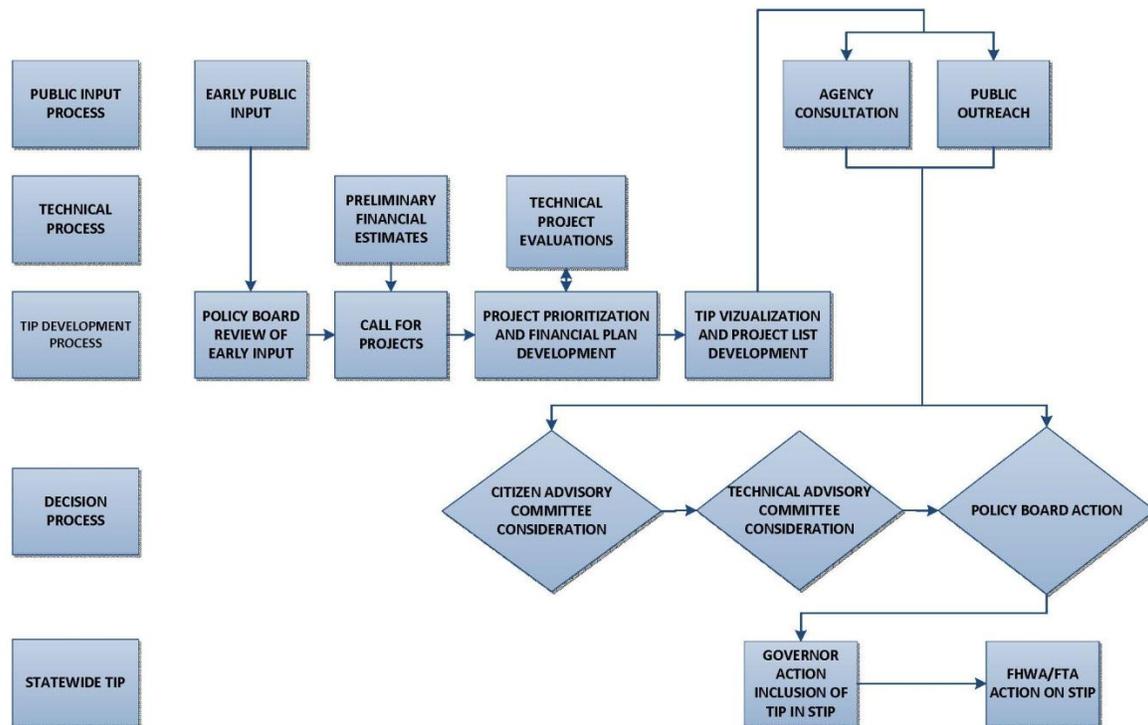
**FHWA and FTA:** Oversees the program. Reviews TIP drafts, provides comments, and approves the STIP.

## IX. TIP Development Process

The development of a TIP begins with early public input. For the FFYs 2015-2018 TIP, as an example, the OahuMPO CAC developed a recommended list of transportation projects for inclusion into the FFYs 2015-2018 TIP and the Freight Task Force was asked to fill out an online survey to rank the ORTP 2035 Mid-range projects. Their recommendations were presented to the Policy Board for their consideration when selecting projects for the TIP. Projects recommended for inclusion in the TIP must be included in or consistent with the ORTP. Solicitations for early public input will make clear the ORTP consistency requirements and reference the ORTP's fiscally constrained prioritized project listing.

Recommendations are forwarded to the City and State implementing agencies. The Policy Board, public, government agencies, and all stakeholders are given opportunities throughout the TIP development process to supply comments, concerns, and/or questions. The TIP development process spans over a year. The process is illustrated in Figure 1.

**Figure 1**  
**Transportation Improvement Program Process**



**Development of Financial Estimates:** OahuMPO, HDOT, DTS, and HART cooperatively formulate estimates of FHWA and FTA funds that are reasonably expected to be available for projects on the island of Oahu. These estimates are usually based on historic data. Many of the projects in the TIP are programmed over several years. For example, a highway improvement project consists of right-of-way acquisition, planning, design, and construction phases. Each of these phases may last one or more years. In addition to new projects, the TIP includes many projects that were programmed in previous years.

**Call for Projects:** OahuMPO does a call for projects to the implementing agencies. In response, the HDOT, DTS, and HART submit projects to be considered for inclusion in the TIP. The "Call for Projects" is a part of the TIP process where the agencies turn in their list of projects that they want to add to the TIP. OahuMPO sends a request to the agencies approximately a month and a half before the "call for projects" due date. A sample letter establishing the "Call for Projects" during the FFYs 2015-2018 TIP is included in Appendix B.

The following information is requested:

- Confirmation that each of the projects will be ready to obligate by the end of the Federal Fiscal Year in which it is programmed;
- An explanation as to why each change from the previous TIP is being requested;
- A completed Project Programming Request for each new project or projects that have scope changes;
- A location map (if applicable) for each new project or projects that have scope changes;
- Project evaluations for each new project or projects that have scope changes;
- Confirmation that an inflation rate of 2% per year was applied to all FHWA and FTA project deferrals to reflect year of expenditure dollars;
- For new projects grouped by function, such as "Traffic Signals at Various Locations," identify, when possible, the specific locations of the individual components comprising each project;
- If the Oahu Regional ITS Architecture needs to be revised in any way as a result of the project request, the requestor must provide the necessary details;
- If any changes to FTA projects are being requested, provide matrices showing that the FTA program remains financially constrained.

**Technical Project Evaluations and Project Selection:** Various technical project evaluations are performed on the draft TIP in order to assist the Policy Board in selecting projects. These technical evaluations include the following:

- Compliance with MAP-21 planning factors;
- Detailed project evaluations;
- Consistency with the Oahu Regional Transportation Plan;
- Consistency with the Oahu Regional ITS Architecture;
- Title VI and Environmental Justice compliance; and
- Performance analyses.

Technical analysis is performed on the projects. Each project is reviewed to make certain that it meets project evaluation criteria. The TAC reviews the results of the technical evaluations prior to making a recommendation to the Policy Board.

**Visualization:** After the early input is completed, agencies have submitted their projects to be included in the TIP, and the Policy Board has reviewed and ranked projects, a draft TIP is developed. For visualization purposes, an interactive map of Oahu is available on the OahuMPO Web site along with individual, interactive maps for each project. One can review information about specific TIP projects on the interactive map of Oahu using a search form that is provided on the "Current Active Projects" Web site page. Additional interactive project location maps are posted the OahuMPO Web site that allow the user to "turn off" and "turn on" layers to compare how each proposed project interacts with other plans and programs (e.g., conservation, natural resources, etc.). These maps are directly identifiable by the project number.

**Agency Consultation and Public Review:** Opportunities are provided for interested parties to review and comment on the draft TIP project listing and financial plan. The draft TIP, as well as the interactive project location maps, are posted on the OahuMPO Web site during the public comment period. Information on the draft TIP is also distributed to the CAC members and interested parties via e-mail or direct mail. In addition, government agencies are provided draft TIP revisions and forms for comment submittal via e-mail or direct mail.

Details on the draft TIP are also circulated under OahuMPO's intergovernmental review process. A goal of the TIP process is to promote stakeholder relationships that foster cooperative efforts to achieve common transportation goals. Agencies responsible for planning activities that may be affected by the proposed transportation project are consulted for their perspectives on planning issues, needs, and priorities. Stakeholder agencies are provided with details on each TIP project, as well as the interactive project location maps, and are consulted with to ensure compatibility with their respective plans, maps, inventories, and planning documents.

All comments received, as well as responses to the comments, are provided to the Policy Board for their consideration when selecting projects for the final TIP.

**Policy Board Action:** After reviewing the results of the agency consultations and the technical analyses, the TAC may make a recommendation to the Policy Board regarding endorsement of the TIP. The Policy Board decides whether or not to endorse the TIP after considering and discussing the early project recommendations, public comments on the draft TIP, the results of the technical analyses, and the CAC, TAC, and TOD recommendations.

**Incorporating the TIP into the STIP:** Following approval by the Policy Board, the TIP is sent to the Governor's designee for incorporation, without change, as the Oahu element of the STIP. On June 26, 2003, the Governor of the State of Hawaii designated the HDOT Director as the official responsible for approving the TIP and its amendments.

**FHWA and FTA Action on the STIP:** The FHWA and FTA jointly determine whether the STIP is based on a transportation planning process that meets Federal requirements.

## **X. Approval and Status Reporting**

Project Status reports are developed biannually. The reports document the obligation status, as of March 31<sup>st</sup> and as of September 30<sup>th</sup>. The semi-annual status report as of March 31<sup>st</sup> is mailed to the Policy Board for their review. The semi-annual status report as of September 30<sup>th</sup> is a federally-mandated report that is also mailed to the Policy Board and posted on the OahuMPO Web site. The reports include the projects programmed for the year the reporting period covers. The following information is provided for each project:

- Current cost estimates;
- Status of the project;
- Tasks accomplished;
- Tasks remaining; and
- Whether the project has been obligated.

A sample of the project listing and the obligation amounts is located in Appendix K: Sample of Semi-Annual Status Report. This status report was for projects programmed in the FFYs 2011-2014 TIP.

## **XI. Revisions and Amendments**

The TIP covers a period of four years and a new TIP will be adopted at least every four years. The following administrative provisions have been established in order to ensure timely implementation and oversight of the TIP. A revision refers to a change to the TIP

that occurs between triennial updates. A minor revision is an “administrative modification,” while a major revision is an “amendment.”<sup>7</sup>

Administrative modifications are minor revisions to the TIP. The Policy Board has identified two types of administrative modifications: pre-approved and expedited. These revisions do not require solicitation of public comment or re-demonstration of financial constraint. However, the following must be true:

- The administrative modifications must not affect the financial constraint of the TIP;
- The administrative modifications must not result in the addition or deletion of another project, including the deferral of a project to a year that is outside of the four-year TIP; and
- The affected project's implementing agency must concur with the actions.

**Pre-Approved Administrative Modifications:** To prevent TIP procedures from becoming overly burdensome, Federal regulations allow procedures for administrative modifications to be commensurate with its perceived impact. Recognizing the need to streamline the process for these minor changes, the Policy Board has pre-approved certain administrative modifications as long as the following are true:

- The sum of regular formula FHWA funds programmed for Oahu is not reduced; and
- The administrative modification does not change the design concept or scope of the project, or the prescribed environmental determination under the National Environmental Policy Act (NEPA) process.

The Policy Board is provided with copies of pre-approved administrative modifications.

**Expedited Administrative Modifications:** Requests for expedited approval of administrative modifications are submitted directly to the Policy Board without prior review by the Technical Advisory Committee or solicitation of public comment.

**Amendments:** Amendments are revisions to the TIP that involve a major change to a project in the TIP. TIP amendments are submitted to the Technical Advisory Committee, the Policy Board, and the Governor's designee for action. Financial constraint is re-demonstrated, and the technical project evaluations are reevaluated. Public comments are also solicited based on the strategies and procedures outlined in the *OahuMPO Participation Plan*. The *OahuMPO Participation Plan* was amended and approved on April 10, 2013 by the Policy Board.

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<sup>7</sup> As defined in 23 CFR 450.104.

The table below provides examples of administrative modifications and amendments.

<b>Revision</b>	<b>A. Pre-Approved Administrative Modification</b>	<b>B. Expedited Administrative Modification</b>	<b>C. Amendment*</b>
<b>Project</b>	<ol style="list-style-type: none"> <li>1. Advancing a project from its programmed year if it is ready-to-go.**</li> <li>2. Deferring a project to a later year within the current TIP if it is not ready-to-go as originally programmed.</li> <li>3. Revising, clarifying, or expanding a project's description as long as the project's scope is not modified.</li> <li>4. Splitting or grouping projects (e.g., guardrail replacement or bridge rehabilitation) as long as the scope remains unchanged, and the funding amounts stay within the guidelines in Table 2, C.8.</li> <li>5. Adding or deleting projects from grouped listings as long as the funding amounts stay within the guidelines in Table 2, C.8.</li> <li>6. Revising projects that are included in the TIP for illustrative purposes.</li> </ol>	<ol style="list-style-type: none"> <li>1. Changing the scope of a project to accommodate prescribed actions made under NEPA processes and requirements.</li> <li>2. Changing the size of revenue rolling stock (e.g., vans, 30' buses, 40' buses, 60' buses) if the change results in a change in the total carrying capacity by 20 percent or less.</li> <li>3. Changing the quantity for revenue rolling stock that exceeds 20 percent (plus or minus) of the original quantity, if the change in quantity results in a change in the total carrying capacity by 20 percent or less.</li> </ol>	<ol style="list-style-type: none"> <li>1. Adding a project to the TIP.</li> <li>2. Deleting a project from the TIP, including deferring a project to a year that is outside of the four-year TIP.</li> <li>3. Modifying the design concept or design scope of a programmed project (e.g., changing the project termini or the number of through traffic lanes).</li> <li>4. For projects programmed with FTA funds, a change in a project's scope is considered "major" if the change materially alters the objective or description of the project, or the size, type, or quantity of items. Examples include: <ol style="list-style-type: none"> <li>a. Changing from replacement buses to expansion buses (and vice versa);</li> <li>b. Changing the size of revenue rolling stock (e.g., vans, 30' buses, 40' buses, 60' buses) if the change results in a change in the total carrying capacity by more than 20 percent.</li> <li>c. Changing the quantity for revenue rolling stock that exceeds 20 percent (plus or minus) of the original quantity, if the change in quantity results in a change in the total carrying capacity by more than 20 percent.</li> </ol> </li> </ol>

Revision	A. Pre-Approved Administrative Modification	B. Expedited Administrative Modification	C. Amendment
<b>Project Phase**</b>	7. Deleting or deferring a project phase to a year that is outside of the four-year TIP, as long as another phase of the project remains in the TIP and the project's scope is not modified.	4. Adding a project phase to an existing project, as long as the phase is estimated to be \$3 million or less and the project's scope is not modified.	5. Adding a project phase to an existing project, if the phase is estimated to be more than \$3 million.  6. Deferring a project phase to a year that is outside of the four-year TIP, when there are no other project phases in the TIP and the project's scope is modified.
<b>Funding Source</b>	8. Revising the source of federal funds designated for a project to reflect a different funding program administered by the same U.S. DOT operating agency (e.g., NHS to STP).  9. Changing a project's funding from federal to local or state funding.  10. Adding additional federal funding, such as congressional earmarks or discretionary funds, to a project currently included in the TIP.	5. Changing a project's funding from local or state funds to federal funds.	7. Switching from FTA to FHWA funds (and vice versa).

Revision	A. Pre-Approved Administrative Modification	B. Expedited Administrative Modification	C. Amendment
<b>Cost Estimates</b>	11. Revising the amount programmed for a project phase to reflect changes in cost estimates, as long as it does not meet the thresholds identified in Table 2, C.8.	6. Reducing the sum of regular formula FHWA funds programmed for Oahu.	8. Revising the amount programmed for a project phase, if all of these thresholds are met: <ul style="list-style-type: none"> <li>a. The total estimated project cost, after the revision, exceeds \$10 million; and</li> <li>b. The amount programmed for the federal portion of the project cost is increased by more than 50%; and</li> <li>c. The total estimated project cost is increased by more than \$3 million.</li> </ul>

Revision	A. Pre-Approved Administrative Modification	B. Expedited Administrative Modification	C. Amendment
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**FOOTNOTES**

\* Amendments include revisions that are not listed as administrative modifications.

\*\* Projects must be "ready-to-go" in the year that they are programmed to be funded. Projects must have cleared previous federal requirements, which include:

- a. Construction projects must have FHWA-approved Plans, Specifications, and Estimates (PS&E).
- b. For projects heading into construction, land for the project must also have already been acquired.
- c. Design projects must have cleared all NEPA requirements.
- d. Rights-of-Way acquisition cannot occur without clearing NEPA requirements.
- e. All projects must also have the appropriate matching local funds in place.

\*\*\* For example, design or right-of-way, as defined in 23 CFR 450.324(e). Refer to Section 1.2.4 for a list of project phases.

## XII. Project Close-out

The following outlines the basic steps that need to be taken by the OahuMPO in order to ensure that a new or revised TIP is properly processed.

1. Document and respond to public comments and intergovernmental comments, as necessary;
2. Document and file coordination with partner agencies
3. Prepare record of TAC and CAC considerations;
4. Post Policy Board Approval to the OahuMPO Web site and distribute to USDOT;
5. File Governor's Designee's Action to Include the TIP in STIP;
6. File USDOT Action on STIP; and
7. Post final draft documents to OahuMPO internal server. Include all databases, shapefiles, correspondence, and other materials used in the development of the final product.

## XIII. Glossary of Terms

**Consideration** - means that one or more parties takes into account the opinions, action, and relevant information from other parties in making a decision or course of action.

**Consultation** - means that one or more parties confer with other identified parties in accordance with an established process and, prior to taking action(s) considers the views of the other parties and periodically informs them about action(s) taken.

**Cooperation** - means that the parties involved in carrying out the transportation planning and programming processes work together to achieve a common goal or objective.

**Coordination** - means the cooperative development of plans, programs, and schedules among agencies and entities with legal standing and adjustment of such plans, programs, and schedules to achieve general consistency, as appropriate.

**Ready-to-go**<sup>8</sup> – A project that is fully designed, has completed all required planning/NEPA and other applicable other permit/approval requirements, has obtained ROW and/or easements, and permits, is ready to proceed to construction or bid, and is programmed for construction within the first two (2) years of the current Transportation Improvement Program (TIP), as revised.

**Regionally significant** - Regionally significant project means a transportation project (other than projects that may be grouped in the TIP and/or STIP or exempt projects as

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<sup>8</sup> [http://www.oahumpo.org/wp-content/uploads/2015/05/OMPO\\_TAPGuide\\_05-19-2015.pdf](http://www.oahumpo.org/wp-content/uploads/2015/05/OMPO_TAPGuide_05-19-2015.pdf)

defined in EPA's transportation conformity regulation (40 CFR part 93)) that is on a facility which serves regional transportation needs (such as access to and from the area outside the region; major activity centers in the region; major planned developments such as new retail malls, sports complexes, or employment centers; or transportation terminals) and would normally be included in the modeling of the metropolitan area's transportation network.

**Obligation**<sup>9</sup> – An obligation is a commitment – the Federal government's promise to pay the Federal share of a project's eligible cost. This commitment occurs when the project is authorized by FHWA and the Authorization/Agreement or the Amendment/Modification is executed through FMIS. Obligation is a key step in financing. Obligated funds are considered “used,” or set aside for that particular project by the Federal government, even before any cash is transferred.

## Appendix A: WE 301.17-17/17 from the OWP

FYs 2016 & 2017 Overall Work Program  
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### Transportation Improvement Program

<b>WE Number</b>	301.17-16/17	<b>Time Period</b>	July 1, 2015 – June 30, 2017
<b>Agency</b>	OahuMPO	<b>Phone Number</b>	808-587-2015
<b>Coordinator</b>	Lynne Kong	<b>Fax Number</b>	808-587-2018
<b>Position</b>	Data Specialist	<b>Email Address</b>	

#### Objectives:

- To ensure that the Transportation Improvement Program (TIP) documents the priority and funding anticipated to be spent on transportation projects for Oahu covering a period of four years. Projects included in the TIP must be consistent with the Oahu Regional Transportation Plan (ORTP) and the Oahu Regional Intelligent Transportation Systems Architecture (ORITSA)
- To comply with applicable Federal requirements
- To identify and implement improvements to the TIP development process

#### Project Description:

A current TIP, which is reviewed and approved by the OahuMPO Policy Committee and the Governor, provides the basis for funding and implementing transportation improvement projects on Oahu.

#### Work Products/Outcomes:

- Revisions to the FFYs 2011-2014 TIP,<sup>28</sup> as necessary.
- Semi-annual Status Reports to the Policy Committee
- Improvements to the TIP development process
- FFYs 2015-2018 TIP

#### Project Justification:

Developing and maintaining a current and financially-constrained TIP is a Federal requirement.<sup>29</sup>

#### Previous or Ongoing Work Related to Proposed Planning Study or Project:

The FFYs 2011-2014 TIP was approved by the OahuMPO Policy Committee and by the Governor's designee on July 2, 2010. The TIP was then incorporated, without change, as the Oahu element of the Statewide TIP (STIP) – which is the document upon which the USDOT bases its obligation of Federal transportation funds for projects in Hawaii.

#### FY 2016 Staff Labor Commitment to the Work Element

Staff Labor to be Used as Match

Staff Labor to be Reimbursed

Position/Agency	Staff Labor (Hours)	Staff Labor Budget
OahuMPO Staff	1,725	\$65,000
DTS Planners – Transportation Planning Division	150	\$10,000
<b>STAFF LABOR SUB-TOTAL</b>	<b>1,875</b>	<b>\$75,000</b>

<sup>28</sup> The FFYs 2011-2014 TIP may be found at <http://www.oahumpo.org/programs/tipcurrent.html>.

<sup>29</sup> 23 CFR 450.324.



**FY 2016 and FY 2017 Work Element Tasks & Budget**

Task #	Task	Estimated Completion Date	Budget
<b>Staff Tasks</b>			
1	OahuMPO and its participating agencies to monitor and revise, cooperatively and as necessary, the current TIP; ensure its consistency with the regional transportation plan and Federal statutes; identify any changes in project priorities; and, ensure its financial viability	On-going	
2	OahuMPO and its participating agencies to review and update, cooperatively and as necessary, the TIP development process	On-going	
3	DTS, in consultation with City agencies, to identify any changes to roadway improvements, transit priorities, and the City's financial plan for TIP projects	On-going	
4	HDOT to identify any changes to State roadways and identify any planned water transit projects	On-going	
5	DPP to review the TIP to ensure its consistency with the City's <i>Development/Sustainable Community Plans</i>	On-going	
6	For visualization purposes, OahuMPO to develop location maps and other visualization tools for each project, as applicable, in the TIP revisions	On-going	
7	OahuMPO and its participating agencies to conduct the technical analyses of the projects proposed in the draft TIP and TIP revisions that consider: <ul style="list-style-type: none"> <li>• Compliance with Federal regulatory planning factors;<sup>30</sup></li> <li>• Consistency with the ORTP;</li> <li>• Consistency with the ORITSA;</li> <li>• Title VI and environmental justice compliance;</li> <li>• Congestion management process analyses; and,</li> </ul> Roadway and transit project evaluations	On-going	
8	OahuMPO to process the TIP revisions through the CAC, TAC, and Policy Committee, as appropriate. OahuMPO to follow the strategies and procedures outlined in the OPP for revising the TIP	On-going	
9	OahuMPO to ask government agencies to review projects in TIP revisions to ensure their consistency with Federal, State, and local criteria	On-going	
10	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	On-going	
11	Identify and implement improvements to the TIP development process	On-going	
12	Cooperatively develop FFYs 2015-2018 TIP	On-going	
<b>STAFF LABOR SUB-TOTAL</b>			<b>\$75,000</b>
<b>Consultant Tasks</b>			
	N/A		\$0
<b>CONSULTANT SUB-TOTAL</b>			<b>\$0</b>
<b>Other Costs (e.g., travel, software, equipment, etc.)</b>			
			\$0
<b>OTHER COSTS SUB-TOTAL</b>			<b>\$0</b>
<b>WORK ELEMENT GRAND-TOTAL</b>			<b>\$75,000</b>

<sup>30</sup> 23 CFR 450.306.

## Appendix B: Sample Call for Projects



October 30, 2013

Mr. Michael Formby, Director  
Department of Transportation Services  
869 Punchbowl Street, 5th Floor  
Honolulu, Hawaii 96813

Dear Mr. Formby:

### **FFYs 2015-2018 Transportation Improvement Program Call for Projects**

We have begun the development of the Federal Fiscal Years (FFYs) 2015-2018 Transportation Improvement Program (TIP). It will cover a period of four years (FFYs 2015-2018), and will contain two additional years (FFYs 2019 and 2020) for information only. The schedule for this update was mailed to you on September 11, 2013. We have enclosed the results of the Citizen Advisory Committee's (CAC) project prioritization list for your review. The results were taken from our online survey and CAC meetings held in August and September 2013. Please fill in the "Response" column and return to us by December 31, 2013.

As part of the City and County of Honolulu's (City) input into the TIP process, please provide the following:

- A prioritization of the City's requested projects;
- A completed Project Information and Justification Sheet for each project (a blank form is enclosed for your use);
- A completed Project Programming Request
- A location map for each project;
- For projects grouped by function, such as "Traffic Signals at Various Locations," identify, when possible, the specific locations of the individual components comprising each project;
- Confirmation that an inflation rate of 2% per year was applied to all project estimates to reflect year of expenditure dollars; and
- If the Oahu Regional Intelligent Transportation Systems (ITS) Architecture needs to be revised in any way as a result of your request, provide the necessary details.

### **Oahu Metropolitan Planning Organization**

Ocean View Center / 707 Richards Street, Suite 200 / Honolulu, Hawaii 96813-4623  
Telephone (808) 587-2015 • (808)  / Fax (808) 587-2018 / email: OahuMPO@OahuMPO.org

768-1170

Mr. Michael Formby  
October 30, 2013  
Page 2

The following types of projects should be included in the TIP:

- Projects that the City would like funded with federal funds;
- Projects programmed in the current FFYs 2011-2014 TIP that the City would like considered in the FFYs 2015-2018 TIP;
- Regionally significant projects that require action by the Federal Highway Administration (FHWA) or the Federal Transit Administration (FTA), regardless of whether or not they are funded with federal funds; and
- Regionally significant projects that are proposed to be funded with non-federal funds or with federal funds other than those administered by the FHWA or FTA. These projects would be included on the TIP for public informational purposes.

MAP-21, the Moving Ahead for Progress in the 21<sup>st</sup> Century Act, focuses on performance-based planning and programming. As a result, projects submitted will be reviewed with the more stringent guidelines listed below. Hawaii Department of Transportation is currently working on specific requirements. We will let you know of them as soon as they are made available.

- A project management system that justifies potential projects
- Funding availability (In particular, the local match availability for FFYs 2015 and 2016)

About \$160 million in FHWA obligation authority has been available Statewide each fiscal year. This estimate may change due to various economic factors; however, because that information is not available to date, we will use historic estimates at this time. During the FFYs 2008-2014 period, Oahu has received about 46% (77% State projects and 23% City projects) of the Statewide obligation authority each year. ***Consider \$17 million dollars as the estimated amount available for City-sponsored projects programmed with FHWA funds each fiscal year.***

***Please provide the above information for your FHWA-funded project requests by December 31, 2013.*** Because FTA funds programmed for use by the Honolulu Authority for Rapid Transit and the City and County of Honolulu do not need to be negotiated with any other entity, the above request for FTA-funded projects may be submitted by February 15, 2014. Please provide tables illustrating FTA financial constraint by year at that time as well.

Should you have any questions, please contact Lynne Kong at 587-2015.

Sincerely,



Brian Gibson  
Executive Director

Enclosures

(LK) 13-10-30 DTS Call for Projects

## Appendix C: Project Evaluation Criteria for Roadway and Transit Projects in the TIP

### INITIAL CRITERIA FOR ALL PROJECTS

Criteria that projects have to meet in order to be included in the TIP

Criteria	(Yes/No)
Consistency with the Oahu Regional Transportation Plan (ORTP)	<p>Is the project included in the ORTP or consistent with the ORTP goals and objectives?</p> <p><i>If the project is neither listed in the ORTP nor consistent with the ORTP goals and objectives, the project is not eligible for the TIP</i></p>
Readiness to Go	<p>Ready to obligate by the end of the federal fiscal year?</p> <p><i>If the project will not be ready to obligate by the end of the federal fiscal year, the project is not eligible for the TIP.</i></p>
Availability of Local Match	<p>Is a local match available?</p> <p><i>If a local match is not committed or reasonably expected to be available at the time of obligation, the project is not eligible for the TIP.</i></p>
MAP-21 Planning Factors	<p>Addresses at least one of the following bullets?</p> <ul style="list-style-type: none"> <li>▪ Supports the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency</li> <li>▪ Increases the safety of the transportation system for all motorized and non-motorized users.</li> <li>▪ Increases the ability of the transportation system to support homeland security and to safeguard the personal security of all motorized and non-motorized users. <ul style="list-style-type: none"> <li>▪ Increases accessibility and mobility of people and freight.</li> <li>▪ Protects and enhances the environment, promotes energy conservation, improves the quality of life, and promotes consistency between transportation improvements and State and local planned growth and economic development patterns.</li> </ul> </li> <li>▪ Enhances the integration and connectivity of the transportation system, across and between modes, for people and freight. <ul style="list-style-type: none"> <li>▪ Promotes efficient system management and operation.</li> <li>▪ Emphasizes the preservation of the existing transportation system.</li> </ul> </li> </ul>

## SYSTEM PRESERVATION PROJECTS

Projects that upgrade and protect Oahu's infrastructure investment, such as:

- pavement resurfacing projects
- bridge projects
- drainage projects
- street light pole replacement projects
- traffic sign projects
- roadway upgrade projects (no additional capacity)
- Intelligent Transportation System (ITS) Projects – see page 7

Criteria	High	Medium	Low	Yes/No
Bridge Replacement Program (State projects)	Project was identified through HDOT's Bridge Replacement Program process		Project did not result from HDOT's Bridge Replacement Program process	
Bridge Inspection and Appraisal (City projects)	Project was identified through the City's Bridge Inspection and Appraisal		Project did not result from the City's Bridge Inspection and Appraisal	
Pavement Management System (State projects)	Project was identified through HDOT's Pavement Management System process		Project did not result from HDOT's Pavement Management System process	
Roadway Pavement Condition Survey (City projects)	Project was identified through the City's Roadway Pavement Condition Survey		Project did not result from the City's Roadway Pavement Condition Survey	
Cost Participation	Private industry funding has been committed or project is 100% federally funded	Private industry funding is anticipated	Does not include other financial involvement (i.e., private industry)	
Project Stage	Phase of the project (planning or design) has already been completed	Phase of the project (planning or design) is almost complete	The project has not yet begun	
Gap Closure				Does the project close a gap or connect missing links in a route?
Mandated				Required by federal, state, or municipal laws, regulations, or codes?
Transit Friendly				Does the project include improvements to transit facilities such as bus pads and bus bays?

## SAFETY PROJECTS

Projects that mitigate high accident and hazardous sites, such as:

- guardrail and shoulder improvement projects
- rockfall and slope stabilization projects
- emergency telephone projects
- ITS Projects – see page 7

<b>Criteria</b>	<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Yes/No</b>
Strategic Highway Safety Plan	Project was identified through HDOT's Strategic Highway Safety Plan		Project did not result from HDOT's Strategic Highway Safety Plan	
Highway Safety Improvement Program ( <i>State and City projects</i> )	Project was identified through HDOT's Highway Safety Improvement Program process		Project did not result from HDOT's Highway Safety Improvement Program process	
Rockfall Protection Study at Various Locations on the Island of Oahu ( <i>State projects</i> )	High potential for rockfall based on HDOT's Rockfall Protection Study	Medium potential for rockfall based on HDOT's Rockfall Protection Study	Low potential for rockfall based on HDOT's Rockfall Protection Study	
Cost Participation	Private industry funding has been committed or project is 100% federally funded	Private industry funding is anticipated	Does not include other financial involvement (i.e., private industry)	
Project Stage	Phase of the project (planning or design) has already been completed	Phase of the project (planning or design) is almost complete	The project has not yet begun	
Gap Closure				Does the project close a gap or connect missing links in a route?
Mandated				Required by federal, state, or municipal laws, regulations, or codes?
Transit Friendly				Does the project include improvements to transit facilities such as bus pads and bus bays?

## CONGESTION MITIGATION PROJECTS

Projects that increase the efficiency of the highway system, such as:

- traffic signal modernization projects
- operational improvement projects
- ITS projects – see page 7

Criteria	High	Medium	Low	Yes/No
Performance Analysis (State and City projects)	Project was evaluated as part of OahuMPO's Performance Analysis		Project was not evaluated as part of OahuMPO's Performance Analysis	
Highway Safety Improvement Program (State and City projects)	Project was identified through HDOT's Highway Safety Improvement Program process		Project did not result from HDOT's Highway Safety Improvement Program process	
Travel Time <sup>10</sup> or Delay Analysis	Travel time savings per day > 1000 hours  <i>In the future - Delay analysis will be used for projects such as intersection improvements, turn lanes, and signal modernizations.</i>	Travel time savings per day ≤ 1000 hours  <i>In the future - Delay analysis will be used for projects such as intersection improvements, turn lanes, and signal modernizations.</i>	<i>In the future - Delay analysis will be used for projects such as intersection improvements, turn lanes, and signal modernizations.</i>	
Project Location	Includes a congestion relief component in the leeward corridor of Oahu	Includes a congestion relief component in other areas of Oahu		
Cost Participation	Private industry funding has been committed or project is 100% federally funded	Private industry funding is anticipated	Does not include other financial involvement (i.e., private industry)	
Project Stage	Phase of the project (planning or design) has already been completed	Phase of the project (planning or design) is almost complete	The project has not yet begun	
Traffic Signal Warrants				Traffic signal project meets the criteria in the Traffic Signal Warrants

<sup>10</sup> Travel Time Savings is measured by Vehicle Hours of Travel (VHT) saved. Total system wide VHT for the existing and committed network with the ORTP horizon year land use scenario is computed. Applicable projects are added one at a time, and VHT is recomputed and compared with the existing and committed network to find the travel time savings that could be attributed to that particular project. A project is deleted from the existing and committed network before another is added.

<b>Criteria</b>	<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Yes/No</b>
Gap Closure				Does the project close a gap or connect missing links in a route?
Mandated				Required by federal, state, or municipal laws, regulations, or codes?
Transit Friendly				Does the project include improvements to transit facilities such as bus pads and bus bays?

## MODERNIZATION PROJECTS

Projects that add capacity to the highway system, such as:

- new highway projects
- widening projects (additional capacity)
- second access projects
- ITS Projects – see page 7

Criteria	High	Medium	Low	Yes/No
Performance Analysis	Project was evaluated as part of OahuMPO's Performance Analysis		Project was not evaluated as part of OahuMPO's Performance Analysis	
Highway Safety Improvement Program ( <i>State and City projects</i> )	Project was identified through HDOT's Highway Safety Improvement Program process		Project did not result from HDOT's Highway Safety Improvement Program process	
Travel Time Savings <sup>11</sup> or Delay Analysis	Travel time savings per day > 1000 hours  <i>In the future - Delay analysis will be used for projects such as intersection improvements, turn lanes, and signal modernizations.</i>	Travel time savings per day <= 1000 hours  <i>In the future - Delay analysis will be used for projects such as intersection improvements, turn lanes, and signal modernizations.</i>	<i>In the future - Delay analysis will be used for projects such as intersection improvements, turn lanes, and signal modernizations.</i>	
Project Location	Includes a congestion relief component in the leeward corridor of Oahu	Includes a congestion relief component in other areas of Oahu		
Cost Participation	Private industry funding has been committed or project is 100% federally funded	Private industry funding is anticipated	Does not include other financial involvement (i.e., private industry)	
Project Stage	Phase of the project (planning or design) has already been completed	Phase of the project (planning or design) is almost complete	The project has not yet begun	
Gap Closure				Does the project close a gap or connect missing links in a route?
Mandated				Required by

<sup>11</sup> Travel Time Savings is measured by Vehicle Hours of Travel (VHT) saved. Total system wide VHT for the existing and committed network with the ORTP horizon year land use scenario is computed. Applicable projects are added one at a time, and VHT is recomputed and compared with the existing and committed network to find the travel time savings that could be attributed to that particular project. A project is deleted from the existing and committed network before another is added.

Criteria	High	Medium	Low	Yes/No
				federal, state, or municipal laws, regulations, or codes?
Transit Friendly				Does the project include improvements to transit facilities such as bus pads and bus bays?

## ALTERNATIVES PROJECTS

Transportation Alternatives projects, such as:

- bikeway projects
- landscaping projects
- pedestrian facilities projects

Criteria	High	Medium	Low	Yes/No
OahuMPO Transportation Enhancement Program (for projects funded with Surface Transportation Program (STP) Enhancement funds)				Is the project included in OahuMPO's Eligible Oahu Proposals Requesting Transportation Enhancement Funds list?
Non-enhancement funding (for projects NOT funded with STP Enhancement funds)				Does the project fall under at least one of the twelve eligible transportation enhancement activities?
Cost Participation	Private industry funding has been committed or project is 100% federally funded	Private industry funding is anticipated	Does not include other financial involvement (i.e., private industry)	
Project Stage	Phase of the project (planning or design) has already been completed	Phase of the project (planning or design) is almost complete	The project has not yet begun	
Gap Closure				Does the project close a gap or connect missing links in a route?
Mandated				Required by federal, state, or municipal laws, regulations, or codes?
Transit Friendly				Does the project include improvements to transit facilities such as bus pads and bus bays?

## HUMAN SERVICES TRANSPORTATION PROGRAMS

Human services programs, such as the following, that assist persons who have been traditionally underserved by the transportation system:

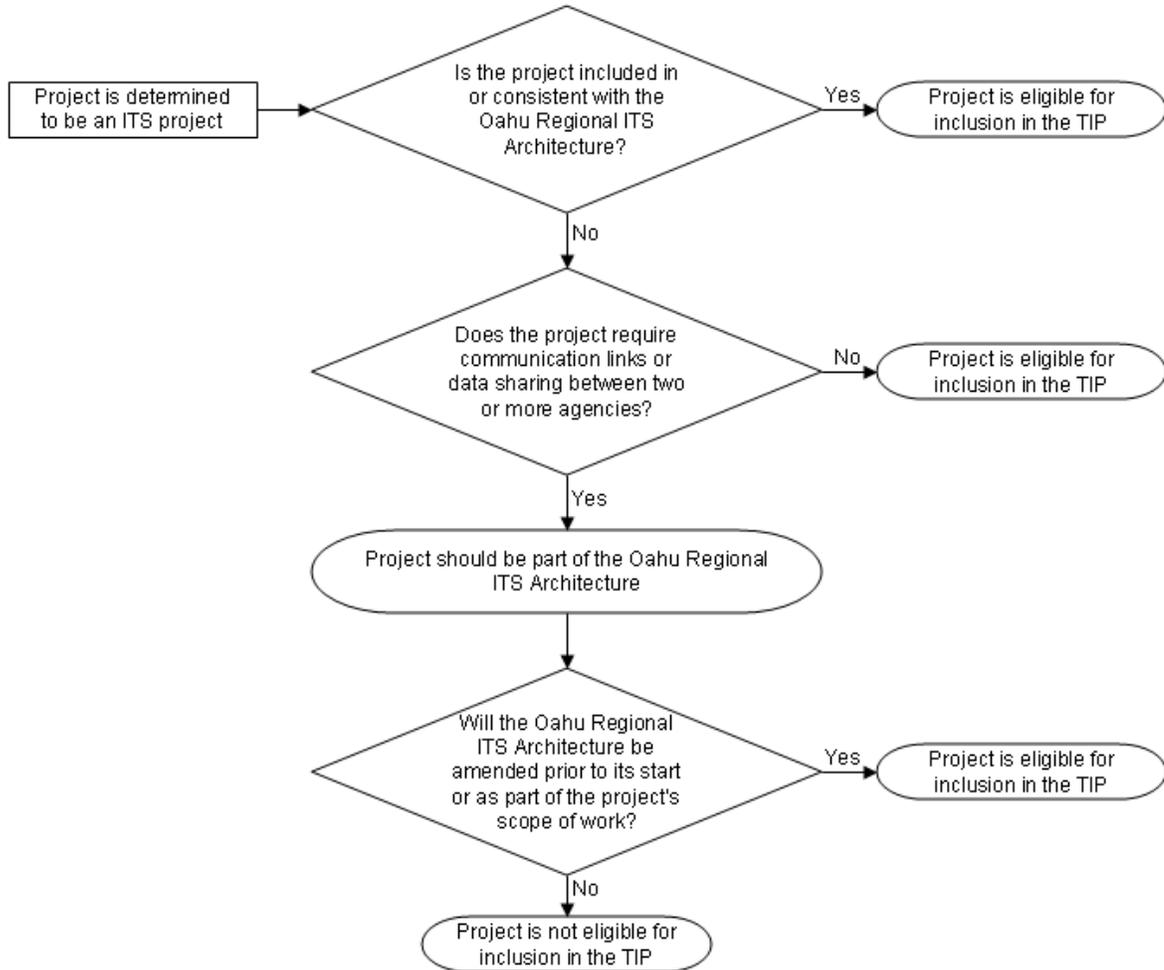
- Job Access and Reverse Commute Program
- Elderly and Persons with Disabilities Vehicle Acquisition Program
- New Freedom Program
- Ways to Work Program

Criteria	High	Medium	Low	Yes/No
Coordinated Public Transit-Human Services Transportation Plan	The program is included in the Coordinated Public Transit-Human Services Transportation Plan		The program is not included in the Coordinated Public Transit-Human Services Transportation Plan	
Cost Participation	Private industry funding has been committed or project is 100% federally funded	Private industry funding is anticipated	Does not include other financial involvement (i.e., private industry)	
Project Stage	Phase of the project (planning or design) has already been completed	Phase of the project (planning or design) is almost complete	The project has not yet begun	
Mandated				Required by federal, state, or municipal laws, regulations, or codes?
Transit Friendly				Does the project include improvements to transit facilities such as bus pads and bus bays?

# INTELLIGENT TRANSPORTATION SYSTEM (ITS) PROJECTS

ITS projects, such as:

- system preservation projects
- safety projects
- congestion mitigation projects
- modernization projects
- transit projects



## TRANSIT PROJECTS

Transit-related projects such as:

- preventive maintenance
- vehicle replacements
- intermodal centers
- transit centers
- bus radios
- new transit service

Criteria <sup>12</sup>	Yes/No
Maintain and operate existing fixed route bus and complementary paratransit system	
Completes multi-phase project that has started	
Enhances system performance through implementation of hub-and-spoke system	
Enhances safety/security of passengers and the system and enhances service quality level	
New transit service	
Year 1 local match in budget	
Years 2 , 3 or 4 probable local match in budget	

---

<sup>12</sup> Criteria are in ranked order.  
TIP Policies and Procedures  
9/21/15 FINAL

## Appendix D: Complete Streets Checklist

### Complete Streets Information Sheet to Accompany Projects Submitted to the OahuMPO

Applicable to Projects Submitted for the ORTP

<b>1. Is this project entirely in a street or highway on which non-motorized transportation is prohibited by law? If yes, STOP HERE.</b>	<b>Yes <input type="checkbox"/> No <input type="checkbox"/></b>
<b>2. Is this project deemed an exception to Complete Streets policies under HRS 264-20.5 Complete Streets, or City and County of Honolulu Ordinance 12-15 [Chapter 14 Revised Ordinances of Honolulu 1990 Article ____ Section 14]? If yes, indicate (X) the exemption below (2a, 2b, or 2c).</b>	<b>Yes <input type="checkbox"/> No <input type="checkbox"/></b>
2a. The costs would be excessively disproportionate to the need or probable future use over the long term?	
2b. There exists a sparseness of population, or there exists other available means, or similar factors indicating an absence of a future need?	
2c. The safety of pedestrian, bicycle, or vehicular traffic may be placed at unacceptable risk?	
<b>3. Will this project impact a project that is listed in the State or County bicycle or pedestrian plan? If yes:</b>	<b>Yes <input type="checkbox"/> No <input type="checkbox"/></b>
3a. What is the project(s) listed in the bicycle or pedestrian plan?	
3b. Is that project being incorporated in the proposed action? If no, please provide the justification for not doing so.	

Applicable to Projects Submitted for the TIP/STIP (In addition to questions 1 - 3 above)

<b>4. If an exception is <u>not</u> being requested for this project, in what way will this project implement Complete Streets principles and policies?</b> Indicate (X) the Complete Streets feature(s) included in this project and its resulting benefits.				
Project will implement	Existing feature		Reduce fatalities/injuries	Improve safety for children
		a. Bicycle lanes of 5 feet or greater width		
		b. Bicycle parking facilities		
		c. Intersection bicycle boxes		
		d. Paved shoulders		
		e. Off-street loading zones		
		f. Shared-use paths of 10 feet or greater width		
		g. Curb extension		
		h. Accessible curb ramps		
		i. Barnes Dance crossing areas		
		j. New or wider sidewalks		
		k. Pavement markings increasing distance between pedestrian crosswalk and vehicle stop line		
		l. Pedestrian countdown signals		
		m. Pedestrian signals, such as audible or vibrotactile indicators		
		n. Pedestrian underpasses or overpasses		
		o. Planting strips		
		p. Raised medians or refuge islands		

		q. Street furniture		
		r. Street trees		
		s. Textured and/or colored pavement crosswalks		
		t. Markings that provide multi-modal pavement striping		
		u. Dedicated transit lanes		
		v. Public transit waiting shelters		
		w. Transit priority signalization		
		x. Reduced speed zones		
		y. Roundabouts or mini-circles		
		z. Traffic calming features		
		Other _____		

**5. Project classification:** (check (X) all that apply)

- |  |                          |                                 |                          |
|--|--------------------------|---------------------------------|--------------------------|
| <b>Roadway Type:</b>                   |                          | <b>Surrounding Land Use(s):</b> |                          |
| a. Local road                          | <input type="checkbox"/> | d. Residential                  | <input type="checkbox"/> |
| b. Neighborhood or Community Collector | <input type="checkbox"/> | e. Mixed-use / Resort / Retail  | <input type="checkbox"/> |
| c. Community or Regional Arterial      | <input type="checkbox"/> | f. Commercial / Industrial      | <input type="checkbox"/> |
|  |                          | g. Agriculture / Rural          | <input type="checkbox"/> |

**6. In what way will this project:**

(leave blank if not applicable)

- a. Improve access and safety for pedestrians, bicyclists, and transit users?
- b. Reduce fatalities and injuries to pedestrians, bicyclists, and motor vehicle operators?
- c. Improve safety for children walking to and from schools, libraries, and playgrounds?
- d. Incorporate landscaping and improve the aesthetics of the area?
- e. Enhance safe travel by employees to and from work?
- f. Enhance connectivity for all users?
- g. Affect the residents' quality of life and property values?
- h. Enhance transportation options for visitors to access popular destinations?
- i. Facilitate the safe and efficient delivery of goods and services?

**7. Will this project reduce or eliminate any of the Complete Street features listed in section 4 above? If yes, what feature or features are eliminated and what is the justification for their elimination or reduction?**

# Appendix E: Sample Project Information Justification Sheet (PIJS)

## OahuMPO FFYs 2015-2018 TRANSPORTATION IMPROVEMENT PROGRAM PROJECT INFORMATION AND JUSTIFICATION SHEET

1. PROJECT TITLE (include route number if applicable): \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_
2. PROJECT DESCRIPTION (scope of work, termini, length, etc.): \_\_\_\_\_  
 Consultant to be utilized in design: Yes \_\_\_\_\_ No \_\_\_\_\_ Project Website: \_\_\_\_\_  
 Right-of-way acquisition required: Yes \_\_\_\_\_ No \_\_\_\_\_  
 Design exceptions required: Yes \_\_\_\_\_ No \_\_\_\_\_ Pedestrian element included? If yes, describe. If no, explain why not.  
 Yes \_\_\_\_\_ No \_\_\_\_\_
- Environmental documents required (check appropriate):  
 a. Categorical Exclusion (23 CFR Sec. 771.117) \_\_\_\_\_  
 b. EA/FONSI \_\_\_\_\_  
 c. EIS \_\_\_\_\_
3. PROJECT MANAGER/CONTACT PERSON (name, title, phone number, email address): \_\_\_\_\_  
 Bicycle element included? If yes, describe. If no, explain why not.  
 Yes \_\_\_\_\_ No \_\_\_\_\_
4. ESTIMATED TOTAL PROJECT COST (FOR ENTIRE PROJECT): \_\_\_\_\_  
 Category of Federal Funds (check appropriate):  
 FHWA \_\_\_\_\_  
 FTA \_\_\_\_\_  
 Federal Rate: \_\_\_\_\_ %

Apply a 2% inflation rate to your estimates to reflect year of expenditure dollars.

	Schedule Begin   End		INFORMATIONAL YEARS																	
			FFY 2015			FFY 2016			FFY 2017			FFY 2018			FFY 2019			FFY 2020		
			TOTAL (x\$1000)	FEDERAL (x\$1000)	LOCAL (x\$1000)	TOTAL (x\$1000)	FEDERAL (x\$1000)	LOCAL (x\$1000)	TOTAL (x\$1000)	FEDERAL (x\$1000)	LOCAL (x\$1000)	TOTAL (x\$1000)	FEDERAL (x\$1000)	LOCAL (x\$1000)	TOTAL (x\$1000)	FEDERAL (x\$1000)	LOCAL (x\$1000)	TOTAL (x\$1000)	FEDERAL (x\$1000)	LOCAL (x\$1000)
PLANNING																				
LAND ACQUISITION																				
DESIGN																				
CONSTRUCTION																				
EQUIPMENT																				
OPERATIONS																				
<b>TOTAL</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

5. PROJECT JUSTIFICATION:

6. VERIFICATION OF ELIGIBILITY:
- a. Route No.: \_\_\_\_\_ Route Name: \_\_\_\_\_
- b. Functional Classification: \_\_\_\_\_
- c. Source(s) of Local Match: \_\_\_\_\_
- d. Portion of project cost attributable to land use development and/or condition of regulatory permit approval(s): Yes: \_\_\_\_\_ No: \_\_\_\_\_
- e. For Bridge Replacement/Rehabilitation Projects: Structure No.: \_\_\_\_\_ Sufficiency Rating: \_\_\_\_\_
- f. Certification of Eligibility: "I certify that to the best of my knowledge, this project is eligible for the above proportion of federal funds."

Signature/Title: \_\_\_\_\_ Date: \_\_\_\_\_

Revised 8/2010

# Appendix F: Sample Project Programming Request (PPR)

- Instructions:
1. Underlined fields are to be completed.
  2. Shaded gray fields are auto-filled.
  3. Specific instructions for each item can be found by clicking on the item in the electronic form.

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State of Hawaii  
Department of Transportation  
Highways Division

## Project Programming Request (PPR) -- For HDOT Use

Date: 12/24/2013

### I. Requesting Office

A. Branch or District: HWY-D Branch Approval: \_\_\_\_\_  
Signature

B. Section or Office: HWY-DS

Program Manager: Marshall Ando  
Phone Number: 692-7559  
Email: marshall.ando@hawaii.gov

### II. Program Information

A. Subprogram: Bridge Replacement  
*If subprogram is not listed, specify subprogram and program below:*  
Subprogram: \_\_\_\_\_ Program: \_\_\_\_\_

B. Program: System Preservation  
(auto-fill)

C. Included in plan or study: Yes, provide name(s) of plan(s) or study(ies), and its year below  
This project is part of the Highway Bridge Rehabilitation and Replacement Program (HBRRP) that HWY-DB manages.

D. Consent Decree? No (proceed to Section III. Project Information)

### III. Project Information

A. Title: Kamehameha Highway Replacement of Waiahole Stream Bridge

B. Location: Waiahole Bridge near Waiahole Beach Park

Island: Oahu Land Use: Urban

District: *Indicate if project falls within more than one district and list them separately*  
1) Koolauloa 2) \_\_\_\_\_ 3) \_\_\_\_\_

Route No.	Route Name	M.P.	to	M.P.	Functional Classification
<u>83</u>	<u>Kamehameha Highway</u>	<u>34.31</u>	<u>to</u>	<u>34.51</u>	<u>Other Principal Arterial</u>
_____	_____	_____	<u>to</u>	_____	_____
_____	_____	_____	<u>to</u>	_____	_____

Travelway Users:  Vehicles & Trucks  
*select all that apply*  Transit  
 Bicycles  
 Pedestrians

Attach location map 

1. Click on the "Attach file here" box (located on this page to the left)
2. Click on Insert menu at the top
3. Select Object → Create from File...
4. Use the Browse button to locate file
5. Check box for "Display as icon" → Select Ok

For HWY-PS Use Only		For HWY-SM Use Only	
Date Received	Initial	Date Received	Initial
Outgoing Date	Initial		

Instructions:

1. Underlined fields are to be completed.
2. Shaded gray fields are auto-filled.
3. Specific instructions for each item can be found by clicking on the item in the electronic form.

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C. Purpose & Need: [How To Write Purpose & Need](#)

This project is needed to replace the existing Waiahole Bridge to meet current design standards.

---

D. Work Description:

This project includes replacement of the existing Waiahole Bridge with the addition of piers, asphalt pavement reconstruction and utility relocation.

---

E. If deferred, impact on meeting needs:

If deferred the bridge will not meet the current design standards.

---

F. If constructed, impact on operating and maintenance efforts and costs:

If constructed the operating and maintenance efforts will be reduced as the bridge will meet current standards.

---

G. Existing Utilities:

HECO, Hawaiian Telcom, Board of Water Supply

---

H. New Utilities:

---

I. Property Acquisition:

Not determined at this time.

---

J. Property Use, Size & Ownership Issues:

---

K. Full Access Control & Easements:

---

Instructions:  
 1. Underlined fields are to be completed.  
 2. Shaded gray fields are auto-filled.  
 3. Specific instructions for each item can be found by clicking on the item in the electronic form.

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**IV. Project Phases - Estimated Costs and Start Years**

	Start Year	Total Cost	Federal Share	Local Share	Local Funding Source
A. PLN		\$ -			
B. DES		\$ 971,000	\$ 776,800	\$ 194,200	CIP
C. ROW		\$ 632,000	\$ 538,000	\$ 94,000	CIP
D. CON		\$ 11,708,000	\$ 9,366,000	\$ 2,342,000	CIP
E. Total		\$ 13,311,000	\$ 10,680,800	\$ 2,630,200	

**V. Environmental Action**

Expected Environmental Document:

A. State (HRS 343): EA

Select from list

B. Federal (NEPA): EA

Select from list

C. Environmental Items

From the drop-down list, select "X" for all that apply; if not sure select "?" so it can be checked later

- Historic clearances (Section 106, Section 4(f), Section 6(e), etc.)
- Historic bridges (Section 106, Section 4(f))
- Archaeological (Section 106, Section 4(f))
- Cultural (Section 106)
- Wetlands (Section 401, Section 404)
- Floodplain (CZM, SMA)
- Threatened or endangered species (Section 7)
- Hazardous materials (contaminate soils)
- Noise analysis
- NPDES permit
- Landscaping
- Public parks, recreational areas, wildlife/waterfowl refuges (Section 4(f))
- Title VI / Environmental Justice
- Cumulative and secondary impacts
- Other (please specify): Stream Channel Alteration Permit
- Other (please specify): Section 10 permit
- Other (please specify): Noise permit / variance
- Other (please specify): \_\_\_\_\_
- Other (please specify): \_\_\_\_\_

Instructions:  
1. Underlined fields are to be completed.  
2. Shaded gray fields are auto-filled.  
3. Specific instructions for each item can be found by clicking on the item in the electronic form.

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**VI. Proposed CIP Project**      [Alternatives To Be Considered](#)

A. No-build

B. Replace the Bridge

C. 

---

Rehabilitate the bridge.

D. 

---

E. 

---

Transportation System Management (TSM) document (required for Capacity projects)

F. 

---

Design Guidelines

*From the drop-down list, select "X" for all that apply; if not sure select "?" so it can be checked later*

- AASHTO
- MUTCD
- 3R
- Design Exception
- FAA Clearances - vertical / horizontal

**VII. Proposed SMP Project**

*(by priority, itemize the project scope to be performed, with the first listed being of highest priority)*

A. 

---

B. 

---

C. 

---

D. 

---

E. 

---

## Appendix G: Sample of Financial Constraint Tables

Revised November 24, 2014-150  
 FTA Financial Constraint – FY  
 2015 - FY 2018

The FTA program is financially constrained, as demonstrated in the following tables:

### City and County of Honolulu-

#### Sponsored Projects

For Information Only

FFY 2015	FTA Apportionments and Allocations (x\$000)	FTA Funds Carryover (x\$000)	Total Available FTA Funds (X\$000)	Total Project Costs (x\$000)	Local Match (x\$000)	Total Uses (x\$000)	FTA Carryover (x\$000)
§5310	311	-	311	590	279	590	-
§5307 Urbanized Area Formula*	31,383	-	31,383	60,688	29,305	60,688	-
§5307 Urbanized Area Formula* (2014)	-	17,662	17,662	22,218	4,556	22,218	-
§5339 Bus and Bus Facilities	3,562	-	3,562	4,453	891	4,453	-
§5339 Bus and Bus Facilities (2014)	-	3,492	3,492	4,365	873	4,365	-
§5339 Bus and Bus Facilities (2013)	-	3,417	3,417	4,271	854	4,271	-
§5337 SOGR	1,133	-	1,133	1,410	277	1,410	-
§5337 SOGR (2014)	-	1,111	1,111	1,376	265	1,376	-
§5337 SOGR (2013)	-	1,047	1,047	1,297	250	1,297	-
Local Funds Only	-	-	-	1,373	1,373	1,373	-
<b>Totals</b>	<b>36,389</b>	<b>26,729</b>	<b>63,118</b>	<b>102,041</b>	<b>38,923</b>	<b>102,041</b>	<b>-</b>

\*Includes §5340 Growing States and High Density States Formula Program apportionment

### City and County of Honolulu-

#### Sponsored Projects

For Information Only

FFY 2016	FTA Apportionments and Allocations (x\$000)	FTA Funds Carryover (x\$000)	Total Available FTA Funds (X\$000)	Total Project Costs (x\$000)	Local Match (x\$000)	Total Uses (x\$000)	FTA Carryover (x\$000)
§5310	321	-	321	592	271	592	-
§5307 Urbanized Area Formula*	1,012	-	1,012	70,871	69,859	70,871	-
§5307 Urbanized Area Formula* (2014)	-	-	-	-	-	-	-
§5339 Bus and Bus Facilities	3,633	-	3,633	5,025	1,392	5,025	-
§5339 Bus and Bus Facilities (2014)	-	-	-	-	-	-	-
§5339 Bus and Bus Facilities (2013)	-	-	-	-	-	-	-
§5337 SOGR	1,155	-	1,155	1,444	289	1,444	-
§5337 SOGR (2014)	-	-	-	-	-	-	-
§5337 SOGR (2013)	-	-	-	-	-	-	-
Local Funds Only	-	-	-	4,226	4,226	4,226	-
<b>Totals</b>	<b>6,121</b>	<b>-</b>	<b>6,121</b>	<b>82,158</b>	<b>76,037</b>	<b>82,158</b>	<b>-</b>

\*Includes §5340 Growing States and High Density States Formula Program apportionment

# Appendix H: Sample Project Revision Requests

DEPARTMENT OF TRANSPORTATION SERVICES  
CITY & COUNTY OF HONOLULU PROPOSED TIP REVISIONS (FHWA  
FFY 2015 THRU FFY 2018 (FFY 2019-2020 Informative Only)  
April 2015

PROJECT	PHASE	FFY2016 (Oct 1, 14 - Sep 30, 16)			FFY2016 (Oct 1, 16 - Sep 30, 16)			FFY2017 (Oct 1, 16 - Sep 30, 17)			FFY2018 (Oct 1, 17 - Sep 30, 18)			FFY2019 (Oct 1, 18 - Sep 30, 19)			FFY2020 (Oct 1, 19 - Sep 30, 20)			FUND CATEGORY & REMARKS				
		TOTAL (x\$1000)	FEDERAL (x\$1000)	LOCAL (x\$1000)	TOTAL (x\$1000)	FEDERAL (x\$1000)	LOCAL (x\$1000)	TOTAL (x\$1000)	FEDERAL (x\$1000)	LOCAL (x\$1000)	TOTAL (x\$1000)	FEDERAL (x\$1000)	LOCAL (x\$1000)	TOTAL (x\$1000)	FEDERAL (x\$1000)	LOCAL (x\$1000)	TOTAL (x\$1000)	FEDERAL (x\$1000)	LOCAL (x\$1000)					
<b>CITY &amp; COUNTY OF HONOLULU - FHWA</b>																								
OC1	Alapai Transportation Management Center	DES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	STP FLEXIBLE  A11 Revise cost estimates. Reprogrammed \$900k funds from OC 6				
		CON	23,770	0	23,770	23,373	0	23,373	70	0	70	0	0	0	0	0	0	0	0					
		ADVOCON			13,244	13,244		10,635		79														
		ADVOCON			12,874	12,874																		
		EQP	0	0	0	0	0	0	1,700	0	1,700	0	0	0	0	0	0	0	0		0			
		TOTAL	23,770	0	37,014	36,647	0	34,008	1,770	0	1,770	0	0	0	0	0	0	0	0		0			
Estimated Total Project Cost - \$ 96,013,000 - A joint communications center to be built adjacent to the Alapai Transit Center. The communications center will host City, State & emergency response agencies.																								
OC2	Bikeway Improvements Program	DES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	STP FLEXIBLE  A11 Revise cost estimates. Reprogram \$700k to Salt Lake Blvd.				
		CON	0	0	0	863	530	133	1,734	1,367	347	0	0	0	0	0	0	0	0		0			
		ADVOCON	0	0	0	153	122	31	0	0	0	0	0	0	0	0	0	0	0		0			
		ADVOCON	0	0	0	0	0	0	1,734	1,367	347	0	0	0	0	0	0	0	0		0			
		EQP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0			
		TOTAL	0	0	0	1,016	652	164	2,468	1,734	1,714	347	0	0	0	0	0	0	0		0			
		Estimated Total Project Cost - \$11,198,000 - An on-going program to improve the safety of bicyclists on the island's roads. The program includes the installation of new signage and the installation of new signage at existing bicycling projects.																						
		OC3	Bridge Inspection and Appraisal	DES	850	720	180	850	720	180	850	720	180	850	720	180	850	720	180		850	720	180	STP FLEXIBLE
				CON	950	720	180	950	720	180	950	720	180	950	720	180	950	720	180		950	720	180	
				ADVOCON	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0	
				ADVOCON	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0	
				EQP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0	
TOTAL	850			720	180	850	720	180	850	720	180	850	720	180	850	720	180	850	720	180				
Estimated Total Project Cost - \$5,600,000 - Inventory, inspect, and appraise City bridges, including underwater inspection and scour survey.																								
OC4	Computerized Traffic Control System			DES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	STP FLEXIBLE		
				CON	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
				ADVOCON	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
				ADVOCON	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
				EQP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
		TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
		Estimated Total Project Cost - \$13,453,000 - Upgrade and expand fiber optic lines, CCTV cameras, state collection, and signal control in urban and rural areas for connection to the Traffic Control Center.																						
		OC5	Farrington Highway (Route 7110 & 9107) Improvements	DES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		Delete a project Reprogram \$8,000k to FFY17 and \$6,100k to FFY18 to Salt Lake Blvd.	
				CON	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
				ADVOCON	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
				ADVOCON	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
				EQP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
TOTAL	0			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
Estimated Total Project Cost - \$80,930,000 - Improve the bus lanes and sidewalks on Farrington Highway and provide a new bus lane on the Farrington Highway and provide a new bus lane on the Farrington Highway.																								
OC6	Kapolei Parkway (Route 8920) Extension			DES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	STP FLEXIBLE Reprogram \$800k to OC1		
				CON	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
				TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Estimated Total Project Cost - \$23,789,000 - Provide an extension of the existing Kapolei Parkway from Kamehaha Blvd. to Fort Belknap Road in busy congestion area. This project is anticipated to be completed in the City Regional Transportation Plan 2035.																								
OC7	Makalei Drive (Route 5810) Extension Phase 1			DES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	LOCAL STP FLEXIBLE		
		CON	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
		TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
Estimated Total Project Cost - \$85,500,000 - Plan, design and construct the extension of Makalei Drive from the Palihore Substation to the H-1 Freeway.																								
NEW	Salt Lake Boulevard Widening, Phase 3	DES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Add a project STP FLEXIBLE				
		CON	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
		TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
Estimated Total Project Cost - \$80,930,000 - Widen the Salt Lake Boulevard by a multi-lane roadway within the existing 100' right-of-way between Waialeale and the Salt Lake Blvd.																								

\*N Planning, ROW-Right-of-Way, DES-Design, CON-Construction, EQP-Equipment, OPI-Operations, ADM-Administration, RELOC-Restoration, PREROW-Preeminent Right-of-Way, RSP-Inspection, ADVCON-Advance Construction

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Printed On 1/20/2015  
Page No.

## Department of Transportation Services City and County of Honolulu FY 2015 Proposed Transportation Improvement Program Revisions

Project Number	Project Name	Revision Details/Reasons	Revised Estimated Total Project Costs	Locations
<b>FHWA</b>				
OC 1	Alapai Transportation Management Center	Revised costs to reflect actual costs. Additional funds from OC 6.	\$96,013,000	Honolulu
OC2	Bikeway Improvements Program	In FFY 18: TBD - CON 2018 revised costs to reflect actual costs. Reprogrammed funds to Salt Lake Blvd.	\$11,198,000	Island wide
OC5	Farrington Highway (Route 7110 & 9107) Improvements	Delete project due to reallocation of resources. Reprogrammed FFYs 17 and 18 funds to Salt Lake Blvd.	\$0	West Oahu
NEW	Salt Lake Boulevard Widening, Phase 3	Added new project to address traffic congestion and improve vehicular travel.	\$60,930,000	Salt Lake
OC10	Traffic Signals at Various Locations	Revised project locations for Phases 15 and 18. Revised design costs for Phases 18 - 21 to reflect actual costs. Reprogrammed FFY 18 funds to Salt Lake Blvd.	\$23,690,000	Island wide
<b>FTA</b>				
OC 13	Bus and Handi-Van Acquisition Program	Revised costs to reflect actual costs. Revised funding year for \$5309 funds.	\$165,457,000	Island wide
OC 20	Preventive Maintenance	Revised costs to reflect actual costs.	\$293,922,000	Island wide

# Appendix I: Sample FHWA FMIS Form W10A

Run Date: 07/20/2015  
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U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL HIGHWAY ADMINISTRATION  
FISCAL MANAGEMENT INFORMATION SYSTEM

Report: FMISW10A  
Page 1 of 10

STATUS OF FUNDS - HAWAII  
AS OF 06/30/2015

FUND		FY - 2015 APPORTIONMENT	AVAILABLE FY - 2015	OBLIGATIONS FY - TO - DATE	UNOBLIGATED BALANCE	POSSIBLE LAPSE 2015	END OF FISCAL 2016	FISCAL YEAR 2017
<b>FUNDS SUBJ TO ANNUAL OBLIG LIM</b>								
<b>APPORTIONED FUNDS</b>								
INTERSTATE - 56	0420		125,401.17	11,576.31	113,824.86			
INTERSTATE 4R	0440		266,683.67		266,683.67			
INTERSTATE MAINTENANCE	04M0		132,036.04	-403,840.62	535,876.66			
INTERSTATE MAINTENANCE - TEA21	Q010		219,805.10	-937,687.18	1,157,492.28			
INTERSTATE MAINTENANCE STEA03	H010		27,875.56	-1,799,697.07	1,827,572.63			
INTERSTATE MAINTENANCE	L010			-586,182.03	586,182.03			
INTERSTATE MAINT S-LU EXT	L01E			-0.01	0.01			
INTERSTATE MAINT RE.	L01R			-176,408.15	176,408.15			
<b>INTST. MAINT. LAPSE</b>						4,550,215.43		
CONSOLIDATED PRIMARY	0100			-126,506.43	126,506.43	126,506.43		
RL HWY CROSS HAZ ELIM S-LU EXT	LS4E			-151,153.53				
RAIL HWY HAZARD ELIM MAP21 EXT	MS4E	458,082.00	458,082.00		458,082.00			
RL HWY CROSS HAZ ELIM RE.	LS4R			-162,977.27				
RL HWY PROTECT DEV S-LU EXT	LS5E		6,951.11	6,951.11				
RAIL HWY PROTECT DEV MAP-21	MS50		1,098,900.00		1,098,900.00			
RAIL HWY PROTECT DEV MAP21 EXT	MS5E	458,082.00	458,082.00		458,082.00			
RL HWY PROTECT DEV RE.	LS5R			-156,422.82				
<b>RAILWAY-HIGHWAY CROSSINGS</b>							548,900.00	550,000.00
HSIP-HIGH RISK RURAL ROAD	LS20		316,835.79	316,835.79				
HSIP-HIGH RISK RU RD S-LU EXT	LS2E		1,033,119.45	253,045.17	780,074.28			
HSIP-HIGH RISK RURAL RDS. RE.	LS2R		121,317.76		121,317.76			
HIGHWAY SAFETY IMP PROG	LS30		330,688.90	-700,364.56	1,031,053.46			
HWY SAFETY IMP PROG S-LU EXT	LS3E		86,519.23		86,519.23			
HIGHWAY SAFETY IMP PROG	MS30		18,104,174.00		18,104,174.00			
HIGHWAY SAFETY IMP PROG EXTENS	MS3E	7,563,686.00	7,563,686.00		7,563,686.00			
SEC 154 PEN - HSIP MAP-21 EXT	MSE1	2,927,900.00	2,927,900.00	2,280,000.00	647,900.00			
SEC 164 PEN -HSIP MAP-21 EXT	MSE2	2,927,900.00	2,927,900.00	1,999,612.90	928,287.10			
<b>HIGHWAY SAFETY IMPROVEMENT PROGRAM</b>								15,843,525.83
RECREATIONAL TRAILS MAP-21	M940		699,817.00		699,817.00			699,817.00
RECREATIONAL TRAILS MAP-21 EXT	M94E	791,949.00	791,949.00		791,949.00			
RETURN 1% RTP ADMIN MAP21 EXT	M9E1	1,605.00	1,605.00		1,605.00			
HIGH PRIORITY PROJ SEC 1702-FOR	L930		105,637.00		105,637.00			
HIGH PRI PROJ-SUB TO LIM-TEA21	Q930		4,422,823.00		4,422,823.00			

Note: Limitation and related apportioned or allocated funds may not reflect all transfers under SAFETEA-LU

## Appendix J: Incorporation of Map-21 Planning Factors

Planning Factor	FFYs 2015-2018 TIP
<p>1. Supports the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.</p>	<ul style="list-style-type: none"> <li>● The freeway and highway systems provide a land surface network for the shipment of cargo by trucks across the island.</li> <li>● Roadway improvements enhance the movement of workers, which is a key factor in maintaining productivity and efficiency in business. They provide better access to jobs and opportunities, which enhances the economic vitality of an area.</li> <li>● Roadway improvements, as well as bus purchases and bus infrastructure improvements, enhance welfare-to-work trips, which provides a mechanism for improving job opportunities as well as the employment pool available to area businesses.</li> <li>● The improvement of travel times and congestion relief support the economic vitality of the metropolitan area, allowing for competitiveness, productivity, and efficiency.</li> <li>● An efficient freight system is essential to economic vitality. The Freight Movers is able to give early input on their priorities for TIP projects through an online survey.</li> <li>● The Freeway Management System project and Freeway Service Patrol will help with the movement of workers to jobs and opportunities.</li> </ul>
<p>2. Increases the safety of the transportation system for all motorized and non-motorized users.</p>	<ul style="list-style-type: none"> <li>● Many projects in the TIP address maintenance and safety improvements, such as traffic signal installations, pedestrian signal installation, intersection improvements, bridge replacements, seismic retrofit, guardrail, lighting, rehabilitation, and resurfacing projects. These improvement projects often include sidewalk and bike lane improvements or installations.</li> <li>● Other TIP projects provide second or alternate access to communities, which can increase the safety of residents and businesses during an emergency.</li> <li>● The Freeway Service Patrol will reduce secondary incidents caused by disabled vehicles on the freeway.</li> <li>● Bikeway projects increase the safety of bicyclists.</li> <li>● Projects such as the Alapai Transportation Management Center and the Freeway Management System are essential in the strategic planning of the safety of the transportation system.</li> <li>● The rockfall protection projects directly affect the safety of the transportation system.</li> </ul>

<p>3. Increases the security of the transportation system for motorized and non-motorized users.</p>	<ul style="list-style-type: none"> <li>● Highway and transit improvement projects increase the accessibility and mobility of motorized, as well as non-motorized users during emergencies.</li> <li>● Reductions in delay due to highway and transit improvement projects, as well as ITS measures, support emergency response capability.</li> <li>● The Alapai Transportation Management Center is envisioned to be part of the emergency operations center that will direct evacuations and emergency response to homeland security threats and attacks, as well as natural disasters (e.g., hurricanes, earthquakes, and tsunami).</li> </ul>
<p>4. Increases accessibility and mobility of people and freight.</p>	<ul style="list-style-type: none"> <li>● A number of projects programmed in the TIP include bikeway and sidewalk improvements and the implementation of the Oahu Bicycle Master Plan which promote non-motorized travel.</li> <li>● The City's bus acquisition and paratransit bus acquisition programs, as well as transit center projects, will maintain the level and quality of public transit on Oahu.</li> <li>● The Agency-Provided Trips project will improve service quality for people who currently ride TheHandi-Van.</li> <li>● The highway and freeway maintenance and improvement projects will expedite movement of freight. Because of the great variations in the number of vehicles and the sizes of vehicles used by freight movers, all roadways are utilized by the freight industry to ensure the timely pickup and delivery of goods.</li> </ul>
<p>5. Protects and enhances the environment, promotes energy conservation, improves the quality of life, and promotes consistency between transportation improvements and State and local planned growth and economic development patterns.</p>	<ul style="list-style-type: none"> <li>● As part of the public outreach process, numerous city and state government agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation were consulted with to determine that the proposed projects were consistent with their plans. The consultation resulted in a comparison with conservation plans and inventories of natural and historic resources with the proposed TIP projects.</li> <li>● Transit projects provide an alternative to driving, which promotes energy conservation. Transit projects also provide mobility options for people who do not have access to cars, which would improve their quality of life.</li> <li>● Many transportation projects are located in Ewa, the Primary Urban Corridor, and Central Oahu, where most of the growth is targeted.</li> <li>● The Bus and Handi-Van Acquisition Program purchases hybrid buses to conserve energy and help protect the environment.</li> </ul>

<p>6. Enhances the integration and connectivity of the transportation system, across and between modes, for people and freight.</p>	<ul style="list-style-type: none"> <li>● The diverse range of projects in the TIP promotes the integration and connectivity of the transportation system.</li> <li>● Transit center projects will increase the efficiency of transfers between transit, as well as transfers between automobiles and transit.</li> <li>● Roadway improvements are of benefit to the freight movers. There are great variations in the number of vehicles and sizes of vehicles used by the freight movers. Because of this, all roadways are utilized by the freight industry. As a result, the roadway improvement would be of benefit to the freight movers.</li> <li>● It is envisioned that the Alapai Traffic Management Center will improve the flow of traffic between City and State roadways through enhanced and coordinated communication.</li> <li>● The Computerized Traffic Control System will upgrade and expand fiber optic lines, closed-circuit television (CCTV) cameras, data collection, and signal control in the urban center and outlying areas for connectivity to the Honolulu Traffic Control Center. This will help enhance the current transportation system.</li> </ul>
<p>7. Promotes efficient system management and operation.</p>	<ul style="list-style-type: none"> <li>● The TIP includes both highway and transit projects, which are designed to complement each other.</li> <li>● ITS technology is used in many projects to enhance the efficiency of the transportation system. For example, the Computerized Traffic Control System enables the City to monitor traffic on various facilities around the island. Also, the traffic signal optimization project will promote efficient operation.</li> <li>● The Agency-Provided Trips project establishes selected human service agencies as transportation providers. This reduces overall operating costs while improving service quality for riders. This helps promote efficient system management and operation.</li> <li>● The Freeway Management System project promotes efficient system management and operation by monitoring current traffic patterns and installing communication equipment.</li> </ul>
<p>8. Emphasizes the preservation of the existing transportation system.</p>	<ul style="list-style-type: none"> <li>● Maintenance projects of the HDOT and DTS are programmed in the TIP. There is emphasis during the program period on maintenance projects such as road resurfacing and rehabilitation projects, guardrail and shoulder improvements, freeway lighting improvements, and the seismic retrofit of bridges.</li> <li>● The City's bus acquisition and paratransit bus acquisition programs will help to maintain the level and quality of public transit on Oahu.</li> <li>● The Preventive Maintenance project consists of the preventive maintenance of FTA-funded rolling stock (buses and Handi-Vans), including parts, labor, and other related expenses. Maintaining our transit vehicles helps preserve the transportation system.</li> </ul>

## Appendix K: Sample of Semi-Annual Status Report

### PROJECTS PROGRAMMED IN FFYS 2011-2014 OF THE FFYS 2011-2014 TIP

PROJECT NUMBER	PROJECT NAME <i>(Sorted by Project Name)</i>	FEDERAL AMOUNT OBLIGATED IN FFY 2014	FEDERAL AMOUNT OBLIGATED IN FFYS 2011-2014	STATUS AS OF SEPTEMBER 30, 2014
<b>OBLIGATED FHWA - FUNDED PROJECTS</b>				
<b><u>Obligated by State of Hawaii</u></b>				
OS87	Bridge and Pavement Improvement Program, Oahu	\$13,141,876	\$716,215,070	There are no new Special Maintenance Program projects on Oahu under Project OS87 that were obligated in FFY 2014. The \$13.1 million to be obligated was for Kamehameha Highway Resurfacing, Waihau Street to Ka Uka Boulevard. This was obligated in FFY 2013.
OS1	Castle Hills Access Road Drainage Improvements, Phase II	\$0	\$3,661,780	CON is approximately 30% completed.
OS4	Farrington Highway (Route 93), Intersection Improvements, Haleakala Avenue (Route 8743)	\$6,038,032	\$33,597,848	Project OS4 and Project OS5 (Farrington Highway (Route 93), Intersection Improvements, Nanakuli Avenue (Route 8744)) were combined into one bid package. Construction was awarded on August 2014.
OS5	Farrington Highway (Route 93), Intersection Improvements, Nanakuli Avenue (Route 8744)	\$0	\$7,084,290	Project OS4 (Farrington Highway (Route 93), Intersection Improvements, Haleakala Avenue (Route 8743)) and Project OS5 were combined into one bid package. Construction was awarded on August 2014.
OS6	Farrington Highway (Route 93), Safety Improvements, Vicinity of Leihoku Street to Kili Drive	\$0	\$398,871	Construction is completed.
OS8	Freeway Management System, Interstate H-1, H-2, and Moanalua Freeway (Routes H-201 and 78), Phase 1C	\$1,800,000	\$15,576,309	Part 1 to be completed; and Part 2 was obligated on September 12, 2014.
OS9	Freeway Management System, Interstate H-1, H-2, and Moanalua Freeway (Routes H-201 and 78), Phase 2A	\$0	\$3,383,044	Design consultant will be developing multiple construction packages.
OS12	Freeway Management System, Interstate H-1, H-2, and Moanalua Freeway (Routes H-201 and 78), System Manager	\$2,400,000	\$5,345,800	This project is ongoing.
OS13	Freeway Service Patrol	\$2,700,000	\$9,122,596	This is an ongoing service that will, currently, require \$3,000,000 on average per year.

## Appendix L: Self Certification

### METROPOLITAN TRANSPORTATION PLANNING PROCESS SELF CERTIFICATION

#### DATE

In accordance with 23 CFR 450.334, the Hawaii Department of Transportation and the Oahu Metropolitan Planning Organization hereby certify that the transportation planning process is being carried out in accordance with all applicable requirements. Examples are cited in the following table

	SELF-CERTIFICATION CRITERIA	OahuMPO ACTIONS
1	23 CFR 450.334 (a)(1): 23 U.S.C. 134, 49 U.S.C. 5303, and 23 CFR Part 450 Subpart C	OahuMPO carries out a continuing, cooperative, and comprehensive multimodal transportation planning process. <i>The Oahu Regional Transportation Plan, Transportation Improvement Program, and Overall Work Program</i> include a section within each document that describes how the MAP-21 planning factors are addressed.
2	23 CFR 450.334 (a)(2): In nonattainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d) and 40 CFR part 93	Not applicable; Oahu is in attainment.
3	23 CFR 450.334 (a)(3): Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21	OahuMPO's efforts to engage low-income and minority populations are identified in OahuMPO's Public Participation Plan. The Plan was amended in April 2013 to include an outreach plan to engage minority and limited English proficient populations on Oahu. OahuMPO assesses the performance of its transportation plans and programs based on the Title VI and Environmental Justice performance measures documented in the Environmental Justice in the OahuMPO Planning Process report.  Results of the Title VI analyses on each of OahuMPO's transportation plans and programs are provided to the Technical Advisory Committee and Policy Board prior to action taken on those documents. Title VI compliance reports are provided annually to

		<p>FHWA and triennially to FTA.</p> <p>In each Request for Qualifications, consultants are provided with OahuMPO's Title VI Assurance and are notified that OahuMPO will strictly enforce compliance with all the requirements of OahuMPO's Title VI plan with respect to the project. OahuMPO's Title VI Assurance is also included in each consultant contract.</p> <p>OahuMPO takes part in the Title VI Interdisciplinary Quarterly meetings held by HDOT. These meetings are held to discuss, update and educate agencies on Title VI issues.</p>
4	<p>23 CFR 450.334 (a)(4): 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity</p>	<p>OahuMPO fully complies with its Title VI and Environmental Justice policy statement, which states, in part, that OahuMPO "will not discriminate on the basis of race, color, gender, national origin, age, or low-income. OahuMPO will not exclude anyone from participation in, deny the benefits of, or otherwise discriminate under any of its programs or activities." OahuMPO opens its public input process to all residents of Oahu; this is reflected in our Citizen Advisory Committee membership.</p> <p>There are no past or pending lawsuits against OahuMPO alleging discrimination or civil rights violations.</p>
5	<p>23 CFR 450.334 (a)(5): Section 1101 (b) of the MAP-21 (Pub. L. 109-59) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT-funded projects</p>	<p>OahuMPO has adopted the Hawaii Department of Transportation's Disadvantaged Business Enterprise (DBE) Program.</p> <p>Information on the DBE program is included in each Request for Qualifications as well as each contracting document. Consultants are encouraged to take all necessary and reasonable steps (a good faith effort) to ensure that DBE firms have an equal opportunity to compete for and perform on each contract.</p> <p>In addition, whenever OahuMPO needs to purchase supplies, equipment, and services, we review the most recent list of DBE firms supplied by the State of Hawaii to see if any of the businesses listed are able to satisfy our needs.</p>

		OahuMPO has been setting an annual DBE program goal; but, in response to the recent Federal Register Notice amending 49 CFR Part 26 effective March 5, 2010, we developed a triennial goal this year. We will however, continue to review and evaluate our DBE program goal annually. OahuMPO also submits a Uniform Report of DBE Commitments/ Awards and Payments semi-annually to FTA and FHWA through HDOT.
6	23 CFR 450.334 (a)(6): 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts	Not applicable; OahuMPO does not have any construction contracts.
7	23 CFR 450.334 (a)(7): The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38	<p>OahuMPO developed a Special Needs Guide to help staff address the special needs of individuals requesting information or attending meetings. OahuMPO also follows the State of Hawaii Disability Access to Programs and Services Manual.</p> <p>Our office is located in an accessible building; and we hold public meetings in accessible locations. Notices are placed on our public meeting agendas to contact our office to request language interpretation, or an auxiliary aid or service (i.e., sign language interpreter, accessible parking, or materials in alternative format).</p> <p>Also, as stated in our employment ads, OahuMPO is an equal opportunity employer.</p>
8	23 CFR 450.334 (a)(8): The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance	Refer to #4 above.
9	23 CFR 450.334 (a)(9): Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender	Refer to #4 above.
10	23 CFR 450.334 (a)(10): Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities	Refer to #7 above.
11	49 CFR Part 20: New Restrictions on Lobbying	Contractors sign this certification as part of the contract document.
12	49 CFR Part 29, sub-part F: Drug-Free Workplace Requirements	A drug-free workplace directive is signed by all OahuMPO employees, certifying that they will abide by this directive as a condition of

		continued employment.
13	Recommendation from the 2011 Joint Certification review: OahuMPO is encouraged to provide a list of hyperlinks or a top level hyperlink to planning projects and activities currently under way in a more readily accessible public place on OahuMPO's Web site. Many of the plans and projects are buried within other documents posted to the Web site but are difficult to find.	OahuMPO has an updated Web site that is more user-friendly than the previous one. Plans and projects are easier to find due to the new toolbar located at the top of the homepage. There are specific tab for "Plans and Programs" and "Projects" on that toolbar. There is also a "News & Announcements" section on the homepage that notifies users of current activities that are under way.
14	Recommendation from the 2011 Joint Certification review: OahuMPO should evaluate what changes are needed for a more effective and flexible Policy Board structure; to evaluate voting procedures and processes; and to ensure that the processes and practices of the Policy Board are open to review by partner agencies and the public. The composition of the Policy Board is fixed by State statute (HRS279E) which is written does not allow flexibility in adjusting appointed members to meet changing needs.	In 2012, OahuMPO began a comprehensive Planning Process Review to evaluate existing procedures and processes and make recommendations for improvement. As of July 2014, that review is still underway. Additionally, OahuMPO has solicited statements of interest from qualified firms to complete a Legal Review for the agency, identifying inconsistencies between State laws, local ordinances, and Federal regulations, and making recommendations to resolve those inconsistencies.
15	Recommendation from the 2011 Joint Certification review: OahuMPO should consider how to formally review the effectiveness of current public involvement efforts to identify what is working, what is not, and to identify changes to improve results.	An evaluation of OahuMPO's Public Participation Plan was approved as part of the agency's FY 2014 work plan.
16	Recommendation from the 2011 Joint Certification review: OahuMPO is encouraged to move forward aggressively and thoroughly to improve the 3-C planning process. In particular, it is valuable to consider national best practices in technical and institutional approaches to planning at peer MPOs, including performance based planning as required under MAP-21 and incorporating sustainability and climate change goals alongside traditional transportation goals.	In 2012, OahuMPO began a comprehensive Planning Process Review to evaluate existing procedures and processes and make recommendations for improvement. As of July 2014, that review is still underway. Best practice interviews with peer MPO's is part of the scope of the project. Additionally, in June 2014, the OahuMPO Policy Board did approve regional transportation goals that include climate change.
17	Recommendation from the 2011 Joint Certification review: OahuMPO should develop user friendly information to assist stakeholders and the public to understand and interpret the project	Staff time constraints are limiting OahuMPO's ability to address some of these nice-to-have additions, such as an interactive web-based TIP and citizens' guides. As if July 2014 OahuMPO is developing a Request for

	<p>listings in the Transportation Improvement Program (TIP). This could involve clear presentation of information on the Web site, perhaps in an interactive and visual platform, and possible citizens' guides. It is necessary to include clear presentation of the assumptions and risks included in the revenue and cost estimation within the financial plans for the Oahu Regional Transportation Plan (ORTP) and TIP, in particular. These assumptions should be developed cooperatively and presented in clear and readable fashion to assist decision-makers, stakeholders, and the public to understand trade-offs involved in decisions. Additionally, OahuMPO is encouraged to explore the value of an eTIP as a versatile tool both for communications for streamlined program management. This should be done in coordination with Hawaii Department of Transportation (HDOT) and the City.</p>	<p>Proposals to develop the ORTP revenue estimate forecast along with an exploration of alternative funding sources. OahuMPO began, with the assistance of the Hawaii Division office of the Federal Highway Administration, exploring the development of an eTIP.</p>
18	<p>Recommendation from the 2011 Joint Certification review: OahuMPO is encouraged to continue to update and refine its standard operating procedures for its program areas as need arises. This should include enhancing staff capacity to conduct core functions, including planning studies, in coordination with partners, as well as the CMP and ORITSA updates</p>	<p>In 2012, OahuMPO began a comprehensive Planning Process Review to evaluate existing procedures and processes and make recommendations for improvement. As of July 2014, that review is still underway. OahuMPO continues to budget for staff professional development, and is in the process of hiring a new Senior Planner. The CMP update was approved as part of the FY 2015 work plan. The ORITSA update is a proposed element of the FY 2016 work plan.</p>
19	<p>Recommendation from the 2011 Joint Certification review: Continue forward momentum to undertake multimodal, systems-level corridor or subarea planning studies in coordination with HDOT and the City and County of Honolulu (DTS, DPP, and HART). As the regional transportation planning agency, Federal regulations encourage cooperative, coordinated planning by the MPO. Also, the OahuMPO CMP and ORITSA is recommended to be updated as soon as can be accommodated in the OWP workload.</p>	<p>OahuMPO's first subarea study was approved as part of the FY 2014 work plan. Additionally, a corridor study was approved for FY 2015. The CMP update was approved as part of the FY 2015 work plan. The ORITSA update is a proposed element of the FY 2016 work plan.</p>
20	<p>Corrective action from the 2011 Joint</p>	<p>As of July 2014, OahuMPO was in the process</p>

<p>Certification review: OahuMPO is to work with the appropriate agencies and legislative bodies to bring State statutes, local ordinances, and the Comprehensive Agreement into alignment with current Federal statute and regulations</p>	<p>of finalizing a contract with a qualified consultant to complete the Legal Review which will identify any inconsistencies in the laws at the various levels of government and make recommendations regarding how best to align them.</p>
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 Policy Board Chair  
 Oahu Metropolitan  
 Planning Organization

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 Director  
 Hawaii Department of Transportation

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